



JOB DESCRIPTION

SENSITIVE

Job Title:	Physician
Dept./Division:	Health Department/Centered Spirit Program
Unit:	Medical and Behavioral Health
Job Family/Class:	Medical Professional Series
Supervised By:	Medical Director
Employee Type:	Hourly
Pay Grade:	Z

NATURE OF WORK:

Serves as a Medical Physician assigned to the Pascua Yaqui Tribe Health Department. The incumbent will provide clinical services primarily but not exclusively for the adult clients of Centered Spirit Program (CSP) and New Beginnings Clinic (NBC). The incumbent works with considerable independence during the course of patient care in the setting of an opiate treatment center and behavioral health program. This position works closely with other medical professionals in a proactive team approach for the NBC and CSP to address the physical and mental health needs of the patients.

ESSENTIAL FUNCTIONS:

- Interview and examine patients, review past medical history, request and/or perform diagnostic tests and examination as necessary to make diagnosis of treatment and/or referral as appropriate.
- Provide ongoing medication management for patients, including medication assistance in opiate addiction, short-term management of acute medical conditions and short-term pain management at New Beginnings.
- Co-manage behavioral health medication in collaboration with and with consultation of staff psychiatrists at Centered Spirit.
- Provides consultation to staff on issues related to medical care.
- Refers the patients to their counselors for behavioral health counseling.
- Maintain minimum patient productivity.
- Monitors and tracks health care needs of assigned adult patients; works with other medical providers to coordinate proper and effective care. The patient's primary care provider manages chronic medical conditions.
- Coordinates medical care with patient's primary care provider, including but not limited to communication regarding medication management and laboratory orders and results – all within the guidelines of HIPPA.
- Enter and maintain clinical information & clinical notes into electronic charting systems, in accordance with Health Department Policies and Procedures and Centered Spirit Program Provider Manual.
- Documents services in accordance with ADHS and CARF standards of care.
- Fills in for other physicians when appropriate. This might include visiting patients at the PYT Detention Center or Wound Clinic.
- Attend meetings, staffing or community events as a representative of the department; report on activities and provide educational information about clinical services.
- Perform other medical duties of a similar nature as requested by Medical Director or Health Department Director.

ESSENTIAL KNOWLEDGE AND SKILLS:

Knowledge of:

- In-depth knowledge and skills in area of professional licensure;
- Medication management for substance abuse, including but not limited to Methadone and Suboxone dosing and adjustment;
- Behavioral health medication management for adults;
- Tribal, state, and federal regulations regarding healthcare maintenance;
- Medical protocols, procedures and standards of care;
- Medical records and clinical documentation standards, HIPAA guidelines;
- Standards of excellence in health care delivery;
- Experience in both clinical and managerial settings;
- Accreditation requirements and procedures or willingness to learn;
- Yaqui culture, customs, resources and traditions and/or a willingness to learn.

Skills in & Ability to:

- Demonstrate and advocate for excellence in medical care standards;
- Clearly document medical records in an electronic format;
- Cultural competency; interact and maintain good working relationships with individuals of varying social and cultural backgrounds; work with diverse populations;
- Understand and protect patient confidentiality;
- Establish and maintain an effective working relationship with colleagues, clients, and other professionals in the healthcare field and outside programs;
- Ability to sufficiently exchange or convey information and receive verbal and written work instructions;
- Handle multiple tasks and meet deadlines; work in a fast-paced work environment; and work independently, as well as part of a team;
- Maintain up-to-date and accurate records and logs;
- Submit reports in a timely and accurate manner;
- Analyze organizational and operational problems and develop timely and economical solutions;
- Develop improvements in or design new work methods and procedures;
- Motivate, train and work effectively with team-members who have a variety of backgrounds and training;
- Operate a variety of office equipment, including a computer and related software applications;
- Good communication and interpersonal skills as applied to interaction with co-workers, supervisor, management, Council members and the general public;

TRAINING AND EXPERIENCE:

- M.D. or D.O. required and completed residency training;
- Two (2) years of experience in an ambulatory care setting preferred;
- Work history with Indian populations is preferred;
- Bilingual English/Spanish is preferred.

LICENSING REQUIREMENTS:

- Must possess and maintain a current, active license to practice Medicine in the state of Arizona. Failure to maintain a current Arizona MD or DO Licensure will result in removal from this position;

- Must possess and maintain a current, active Drug Enforcement Administration (DEA) Certificate with ability to prescribe Schedule II controlled substances. Failure to maintain a current DEA registration up to and including Schedule II substances will result in removal from this position;
- Must possess and maintain a valid Arizona Driver's license.

BACKGROUND CHECK:

- Must have a current Level 1 Arizona Clearance Card. Failure to maintain a current Level 1 Clearance Card will result in removal from this position;
- Must provide at least three (3) business related reference letters;
- Must pass a background check and drug test; fingerprinting requirement determined by funding and sensitivity of position.

Applicants and employees may be subject to criminal background and character investigation in accordance with applicable federal laws including, but not limited to: Indian Child Protection and Family Violence Prevention Act (25 U.S.C. Section 3201), Minimum Standards of Character and Suitability for Employment (25 CFR 63), Section 231 of the Crime Control Act (P.L. 101-647), and Child Care Worker Employee Background Checks (42 U.S.C Section 13041).

TRIBAL VEHICLE USE POLICY NOTICE:

This position may require the use of personal, GSA or Tribal vehicle for Tribal business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for Tribal business will be prohibited if the employee is not authorized to drive a Tribal vehicle or if the employee does not have personal insurance coverage. Failure to maintain a driving record that would allow you to drive Tribal or GSA vehicles may result in removal from this position.

PHYSICAL REQUIREMENTS:

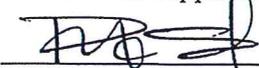
Positions in this class typically require: finger dexterity, feeling, talking, hearing, seeing and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

This position could require the Incumbent to work non-traditional hours, nights and weekends.

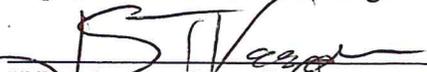
This description is intended to be generic in nature. It is not intended to determine specific duties and responsibilities or restrict management's right to assign or reassign, direct the work of employees under their supervision. Essential functions may vary based on the specific tasks assigned to the position.

Review and Approved by:



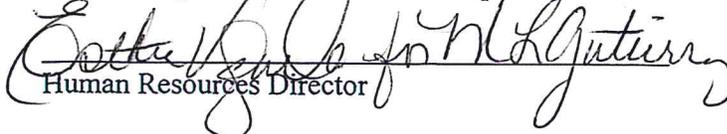
Department Head and/or Designee

3/7/16
Date



H.R. Manager/Classification & Compensation

3/25/16
Date



Human Resources Director

5/25/2016
Date