ONEIDA TRIBE OF INDIANS OF WISCONSIN

Human Resources Department

JOB DESCRIPTION

APPLY IN PERSON AT:
Human Resource Department
909 Packerland Drive
Green Bay, WI 54303

OR MAIL TO:
Human Resource Department
P.O. Box 365
Oneida, WI 54155-0365

Phone: (920) 496-7900
Fax: (920) 496-7490
Job Line: 1-800-236-7050

APPLY ONLINE AT:
http://oneida-nsn.gov

POSITION TITLE: Physician-Family Medicine
POSITION NUMBER: 09079
DEPARTMENT: Providers
LOCATION: 525 Airport Road Oneida WI
DIVISION: Comprehensive Health
RESPONSIBLE TO: Medical Director
SALARY: P03 $135,821/Annually (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
CLASSIFICATION: Exempt
POSTING DATE: March 27, 2012
CLOSING DATE: Until Filled
Transfer Deadline: April 2, 2012
Proposed Start Date: As Soon As Possible

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Oneida Tribe of Indians of Wisconsin does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

POSITION SUMMARY

Under direct supervision of the Medical Director, provides independent primary care in a variety of clinical settings to a specified population of non-emergency patients. Provide consultation and advice to others as a highly-specialized practitioner. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Provide and manage direct patient care, including physical examinations, evaluations, assessments, diagnoses and treatment for a specified patient population.
2. Prescribe pharmaceuticals, other medications, and treatment regimens as appropriate to assessed medical conditions.
3. Refer patients to specialists and to relevant patient care components as appropriate.
4. Order test for lab and ancillary services to determine cause of patient condition.
5. Supervise mid level practitioners; may train and supervisor medical students and residents engaged in specialty activities and procedures, as appropriate.
6. Manage the daily operations of a clinic, outpatient, or medical office.
7. Direct and coordinate the patient care activities of nursing and support staff as required.
8. Follow established departmental policies, procedures, and objectives, continuous quality improvement objectives, and safety, environmental, and/or infection control standards.
9. Participate in specified health promotion, education and/or prevention programs.
10. Provide treatment plans; writes appropriate orders, including those for narcotics, stimulants, and depressant drugs.
11. Obtain patient histories and develop patient care charts, ensuring completeness and accuracy.
12. Provide health education to patients and families.
13. Provide direct psychological medical care in the presence of illness or disability in order to maintain life, provide comfort, reduce stress and enhance coping abilities.
14. Enhance professional growth and development through participation in educational programs, current literature, in-service meetings, and workshops.
15. May perform clinical research related to specific operations.
16. Contributes to a team effort and accomplishes related results as required.

DUTIES AND RESPONSIBILITIES: (Cont.)

17. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
18. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
19. The above duties and responsibilities are not an all inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Frequently sit/stand/walk; use hands to finger, handle, or feel; reach with hands and arms; and talk, hear and walk.
2. Occasionally stand; and stoop, kneel, crouch, or crawl; lift and/or move up to fifty (50) pounds.
3. Work is generally performed in a medical office, clinic or hospital setting with exposure to potentially dangerous materials and situations that require following extensive safety precautions and may include the use of protective equipment and exposure to blood borne pathogens. Exposure to latex products on a routine basis.
4. Evening and/or weekend work and/or extended hours and irregular shifts may be required.
5. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter.

STANDARD QUALIFICATIONS:

1. Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
2. Knowledge of legal and ethical standards for the delivery of medical care.
3. Knowledge of community medical diagnostic and patient care services in area of medical expertise.
4. Knowledge of current principles, methods and procedures for the delivery of medical evaluation, diagnosis and treatment in area of expertise.
5. Knowledge of related accreditation and certification requirements.
6. Knowledge of relevant drugs and non-pharmaceutical patient care aids and ability to prescribe dosages and instruct patients in correct usage.
7. Knowledge of current and emerging trends in technologies, techniques, issues, and approaches in area of expertise.
8. Knowledge of primary care principles and practices.
9. Knowledge of CPR and emergency medical procedures.
10. Knowledge of clinical operations and procedures.
11. Knowledge of health education theory and practice.
12. Skill in preparing and maintaining patient records.
13. Skill in operating business computers and office machines, including in a Windows environment, specifically Word, Excel, Access, and presentation software (such as PowerPoint).
14. Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
15. Ability to observe, assess, and record symptoms, reactions, and progress.
16. Ability to maintain quality, safety, and/or infection control standards.
17. Ability to supervise, advise, and train clinical professionals and/or students in area of expertise.
18. Ability to develop and present educational programs and/or workshops.
19. Ability to perform medical examinations using standard medical procedures.
20. Ability to react calmly and effectively in emergency situations.
21. Ability to maintain quality, safety, and/or infection control standards.
22. Ability to educate patients and/or families as to the nature of disease and to provide instruction on proper care and treatment.
23. Ability to make administrative and procedural decisions.
24. Ability to communicate effectively in the English language, both verbally and in writing.
25. Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with vendors and co-workers at all levels.
26. Ability to foster a cooperative work environment.
27. Ability to work both independently and in a team environment.
28. Ability to exercise sound judgment in decision making.
29. Ability and willingness to provide strong customer service orientation.
30. Ability to demonstrate excellence and continually seek improvement in results.
31. Ability to obtain First Aid Certification and CPR certification.
32. Ability to obtain Oneida Certification on reporting Child Abuse and Neglect within ninety (90) days.

STANDARD QUALIFICATIONS: (Cont.)

33. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
34. Must complete Health Insurance Portability and Accountability Act (HIPAA) training prior to employment**. (Training will be administered by the Human Resource Department.)**
35. Must be willing and able to obtain additional education and training.
36. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
37. Must pass a background security check with the Oneida Tribe in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Tribe Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Tribe's Gaming Division.
38. A valid driver's license, reliable transportation, and insurance. Must obtain a Wisconsin driver=s license within thirty (30) days of employment if applicant has an out-of-state driver's license. Must be authorized as eligible to operate a personal and Tribal vehicle under the Oneida Tribe=s Vehicle Drivers Policy prior to actual start date. Must maintain driver's eligibility as a condition of employment.

PREFERRED QUALIFICATIONS:

Applicants please clearly state on the application/resume if you meet these qualifications.

MINIMUM QUALIFICATIONS:

Applicants please clearly state how you meet these qualifications on the application/resume.

1. Medical doctor degree; Wisconsin's Physician License; three (3) years experience as a PCP in a clinic or outpatient setting.
2. State of Wisconsin and Federal DEA Certification.
3. Medical Specialty License or Certification.
4. Board certified or Board Eligible in Specified Area of Medical Specialty.
5. Must be credentialed.

ITEMS TO BE SUBMITTED:

1. **Must provide a copy of diploma, license, degree or certification upon employment.**