



10,000 years in our Traditional Homeland, Prince William Sound, the Copper River Delta, and the Gulf of Alaska

PHYSICIAN (MD or DO)

Team: ICHC Medical
Reports To: Medical Director
FLSA Status: Exempt

Salary: DOE
Schedule: Regular, Part Time (0.5 FTE)
Last Revised: March 2024

POSITION SUMMARY

The Ilanka Community Health Center Physician diagnoses, treats, and provides preventive care to individuals and families in the community as well as participating as a contributor to community education and playing a role in the development of a total care delivery system in the community.

ESSENTIAL DUTIES

1. Provides compassionate, evidence-based, medical care necessary to ensure continued wellness in addition to the diagnosis and treatment of illness and injury.
2. Collaborates with Advanced Practice Providers as applicable.
3. Provides medical services through home visits as necessary.
4. Orders medications, procedures, infusions, and referrals as per appropriate course of care.
5. Performs therapies/procedures for urgent, acute, and chronic care.
6. Works with facility and medical staff through the processes of quality assurance, quality improvement, peer evaluation, professional and staff meetings, and State and Federal rules and regulations to ensure clinical standards are maintained at the facility.
7. Develops and maintains positive relations with the community and community health care providers to maximize community health care resources, to support the total care concept, and to foster growth of the medical practice.
8. Supports the mission, vision, and philosophy of ICHC as evidenced by compliance with all organizational policies and procedures.
9. Supports all functions that attain and maintain compliance with regulatory or funding agencies.
10. Maintains a high level of confidentiality in accordance with HIPAA and HITECH regulations, which includes only accessing appropriate information needed to perform job duties.
11. Supports and facilitates positive interaction with others as evidenced by professional maturity, respect for others, a team-centered approach, maintenance of confidential information and an appreciation of a variety of viewpoints and diversity in the workplace.
12. Exhibits effective communication skills, including proper use of agency communication systems.
13. Participates in appropriate professional development programs to attain and maintain role competency.
14. Enters complete and accurate patient documentation and all related communication into the electronic medical record as per policy guidelines.
15. Participates in community-wide health care activities such as health fairs as well as NVE hosted events which may be outside regular hours.
16. Attends and/or facilitates all mandatory meetings and training.
17. Maintains confidentiality at all times.



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18. Maintains awareness and sensitivity to Native American culture.
19. Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

- This position has no supervisory responsibilities.

KNOWLEDGE, SKILLS, AND ABILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required.

POSITION REQUIREMENTS

- Knowledge of information and techniques needed to diagnose and treat human injuries, diseases, and deformities.
- Knowledge of principles, methods, and procedures for diagnosis, treatment, and rehabilitation of physical dysfunctions.
- Use logic and reasoning to identify strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Understanding written sentences and paragraphs in work-related documents.
- Must demonstrate effective communication skills and the ability to develop and maintain positive relations in the community and among the facilities' staff.
- Demonstrates respect for differences in cultural and social responses to health and illness and incorporates health beliefs of the individual/community into treatment and management modalities.
- Demonstrates a high level of confidence and clinical proficiency in carrying out duties.
- Effective time management skills, strong ethical principles, and good interpersonal skills.
- Ability to effectively interact and perform duties in a professional manner with patients, medical staff, administrative staff and the public in normal daily settings and during a facility, city, or state emergency situation.

COMPUTER SKILLS

- Familiar with Microsoft Office (Word, Excel, etc.); proficient in computer and electronic medical records.

EDUCATION AND EXPERIENCE

Education: Board-Certified MD or DO with valid Alaska license.

Experience: Three years of practice experience.

A combination of education and experience may be considered as a substitute for a degree requirement.

Certificates & Licenses: Alaska State driver's license; Must maintain unencumbered current medical licensure for the State of Alaska; Must have a current Drug Enforcement Administration (DEA) number; FMCSA Certified Medical Examiner or ability to gain certification within six months of hire; CPR Pro of BLS certification.



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PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this position, employees will be required to:

- Regularly sit for long periods of time in order to complete work.
- Typically move, bend, and crouch during work hours to complete assigned tasks.
- Typically lifts 15 lbs. to coordinate work, occasionally assisting in lifting patients in excess of 100 lbs.
- Regularly write, operate a keyboard, use computers and office machines, or otherwise create, communicate, and store electronic and paper data and correspondence.
- Regularly use a high level of cognitive function to synthesize a variety of environmental cues and data in order to understand job functions, make independent decisions, and complete tasks.
- Use of personal protective equipment (PPE), when appropriate, is required.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this position, employees may be exposed to the following conditions:

- The majority of work will be completed in an office within a medical primary care clinic.
- Exposure to moderate noise (office equipment and foot traffic).
- Exposure to hazardous materials such as housekeeping products, mucous membrane, or skin contact exposure to blood, fluids, or tissue.

Other Requirements: Required to submit to a background check and follow the NVE Tribe's drug policies.

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Disclaimer

The Native Village of Eyak has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Native Village of Eyak reserves the right to change this job description and/or assign tasks for the employee to perform, as the Native Village of Eyak may deem appropriate. Your signature below signifies that you understand the duties, expectations, and contents of this job description.

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Preference for NVE Tribal members is in effect for this position. The successful candidate will be required to follow the NVE Tribe's drug policies.

Employee Signature:

Date:

Manager Signature:

Date: