



---

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

---

## MID-LEVEL PROVIDER (PA or NP)

**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 Mid-Level Provider provides medical care to all ICHC patients and clients per individual scope including making referrals to other healthcare providers when more comprehensive or specialized care is needed.

### ESSENTIAL DUTIES

1. Supports the mission, vision, and philosophy of ICHC as evidenced by compliance with all organizational policies and procedures.
2. Supports and facilitates positive interaction with others as evidenced by professional maturity, respect for others, a team-centered approach, and an appreciation of a variety of viewpoints and diversity in the workplace.
3. Assesses the health status of the patient and performs diagnosis services which include securing medical histories and conducting examinations.
4. Accurately diagnoses and treats illnesses, injuries, and acute/chronic conditions within appropriate guidelines.
5. Determines course of care within individual scope, based on experience and training, collaborating with physicians and others as necessary.
6. Interprets a variety of diagnostic test results in order to define health problems and ascertain therapy required.
7. Selects/prescribes appropriate medication, including dosage, routes, and frequency pattern, based upon accurate knowledge of patient characteristics and concurrent therapies.
8. Consults, collaborates, and makes patient referrals to physicians, other health care providers, and specialty clinics, both in and out of Cordova as needed.
9. Performs a variety of laboratory and infusion procedures.
10. Reviews s-rays and sonograms and ensures that a radiologist interprets all x-rays and sonograms.
11. Appropriately uses Electronic Medical Records for charting all aspects of care after initial examination through follow-up exams and discharge in accordance with rules and regulations and relevant state and federal law.
12. Provides services through home visits as necessary.
13. Provides health counseling and patient education.
14. Participates in community-wide health care activities such as health fairs, needs assessments, screening outreach, etc., as well as Native Village of Eyak outreach events which may be outside regular hours.
15. Helps determine the need for local specialty clinics.
16. Utilizes CPT and ICD-10 coding for patient encounters in order to accurately bill for services.
17. Completes all charts within 24 hours to ensure timely billing and that all billable revenue is obtained in accordance with laws, regulations, and contracts.
18. Complies with various laws, rules, and regulations required of a healthcare facility.



---

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

---

## **MID-LEVEL PROVIDER (PA or NP)**

19. Works with facility and medical staff through the processes of quality assurance, quality improvement, peer evaluation, professional and staff meetings, and state rules and regulations to ensure clinical standards are maintained at the facility.
20. Maintains a high level of confidentiality in accordance with HIPAA and HITECH regulations, which includes only accessing appropriate information needed to perform job duties.
21. Must maintain a neat and clean appearance.
22. Attends and/or facilitates all mandatory meetings and training.
23. Maintains confidentiality at all times.
24. Maintains awareness and sensitivity to Native American culture.
25. 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**

- Understands and able to work within the guidelines for the Department of Health and Human Services HIPAA Act and Privacy Rule.
- Must have a current Drug Enforcement Administration (DEA) number and is required to apply for and maintain medical staff membership and clinical privileges at the facility.
- 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 a range of primary, gynecological, emergency, and acute care procedures, treatments and interventions.
- Has the capacity to use the knowledge and skills of extended practice competencies in complex and unfamiliar environments.
- Uses critical judgment to vary practice according to contextual and cultural influences.
- Demonstrates skills in accessing established and evolving knowledge in clinical and social sciences, and the application of this knowledge to patient care and the education of others. Confidently integrate scientific knowledge and expert judgment to assess and intervene to assist the person in complex and unpredictable situations.
- Critically appraises and integrates relevant research findings in decision making about care management.
- Consistently demonstrates a thoughtful and innovative approach to effective clinical management planning in collaboration with the patient/client.
- Proficient in the use of or ability to be trained in electronic medical records.
- Works with administrative, medical staff, and patients/public in a cooperative, professional manner, ensuring patient encounters reflect a calm and caring manner.



---

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

---

## **MID-LEVEL PROVIDER (PA or NP)**

### **COMPUTER SKILLS**

- Experience with healthcare information systems, such as electronic health records and practice management systems preferred.

### **EDUCATION AND EXPERIENCE**

**Education:** Successful completion of courses required to become a licensed PA-C and/or Nurse Practitioner.

**Experience:** One year of primary care clinical experience; one year emergency/acute care clinical experience.

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

**Certificates & Licenses:** Current PA-C and/or Nurse Practitioner license; Alaska State driver's license.

### **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 bend and/or crouch for long periods of time to perform patient medical services.
- Regularly use fine motor skills at a heightened ability to perform procedures.
- Typically use sight, smell, and touch to complete job tasks accurately.
- Typically lifts 15 lbs. to coordinate work, occasionally assisting in lifting patients in excess of 100 lbs.
- Regularly manipulate electronic data to gather, input, and otherwise coordinate work.
- Regularly use mental, oral, and written methods to complete work.
- 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 the work will be completed in an office within a medical primary care clinic.
- Tasks routinely involve a potential for mucous membrane or skin contact exposure to blood, fluids, or tissue.

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

### **Reasonable Accommodations Statement**

Native Village of Eyak  
110 Nicholoff Way  
P.O. Box 1388  
Cordova, Alaska 99574-1388  
P (907) 424-7738 \* F (907) 424-7739  
www.eyak-nsn.gov



---

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

---

## MID-LEVEL PROVIDER (PA or NP)

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.

***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: