



THE PAIUTE INDIAN TRIBE OF UTAH

440 North Paiute Drive • Cedar City, Utah 84721 • (435) 586-1112 • (435) 867-2659 (fax)

POSITION TITLE: Primary Care Provider

DEPARTMENT: Health

SUPERVISOR: Clinical Director

LOCATION: Cedar City, Utah

STATUS: Part-Time, Nonexempt, Hourly

PAY: \$40.00 DOE

DATE APPROVED: May 1, 2018

OPENS: May 2, 2018

CLOSES: until filled (may close early if enough qualified candidates are achieved).

JOB SUMMARY

Provides primary care, walk-in, urgent care, and patient outreach/education. Makes independent clinical decisions with consultation from a collaborative physician, participates in the development of health programs based on the needs of our tribal members and participates actively in the Tribes Journey to Wellness initiative.

ESSENTIAL JOB FUNCTIONS include, but are not limited to, the following:

1. Serves as the lead for the clinic and provides supervision over clinic staff, to include annual performance evaluations, timecard and leave approval, and other administrative responsibilities as required.
2. Assesses, diagnoses, and treats minor illnesses and provides preventative care for adults, children, and pediatric patients.
3. Manages chronic health problems through coordination with contracted specialty doctors and assures patients are tracked and monitored for continuity of care through effective case management.
4. Provides emergency care and stabilization for trauma patients until they can be transported to a higher level of care.
5. Performs CLIA waived laboratory tests and interprets laboratory test data.
6. Collaborates with other members of the health care team on patient care standards and enhancement of efficient clinical operations.
7. Rotates to other PITU clinics to provide patient care as needed. Provides health maintenance examinations, health promotion and disease education to patients across the lifespan.
8. Utilizes client-based tracking system or clinical databases to track, monitor and assure appropriate and timely client follow-up.
9. Utilizes best practice model to identify, incorporate or develop best practices for panel management and collaborates with other teams to share and establish best practice for clinic.
10. Completes patient and related documentation in accordance with EHR/Meaningful Use standards and protocols and in compliance with PITU EHR policies.
11. Promotes positive customer relations in dealing with patients, visitors, volunteers, community members and other employees.

12. Supports the PITU's Journey to Wellness Initiative and participate in community health promotion/wellness events.
13. Completes patient encounter forms and other administrative/billing documentation accurately within 48 hours of the visit.
14. Maintains an adequate patient volume to meet organizational and budgetary expectations.
15. Attends workshops, meetings and trainings periodically to enhance job performance and knowledge.
16. Other duties as assigned to support the efficient operations of the Tribe.

GENERAL REQUIREMENTS

- Must possess and maintain a valid Utah Driver License and provide proof.
- Must be insurable through the tribe's vehicle insurance.
- Must pass a fingerprint and criminal background check.
- Must pass a pre-employment alcohol/drug screening.
- Must pass a physical examination prior to or contemporaneous with hiring.

MINIMUM QUALIFICATIONS:

Education and Experience:

- Three to five years of experience or an equivalent combination of relevant education and/or experience.
- Bilingual in English and Spanish preferred.
- Experience with Native Americans preferred.
- Experience working with the Indian Health Services health care system preferred.
- Experience working with AAAHC, JCAHO, and Tribal Public Health Accreditation preferred.
- Experience working with the Patient Centered Care model to improve patient care preferred.

Licensing and Regulation:

- Licensed as certified mid-level provider and maintain thereafter.
- Current ACLS and CPR certification and maintain thereafter.

Necessary Knowledge, Skills and Abilities:

- Ability to perform medical examinations using standard medical procedures.
- Ability to evaluate patients and establish a diagnosis followed by the appropriate treatment.
- Ability to clearly communicate medical information to other providers and the public.
- Ability to educate patients and/or families as to the nature of disease and to provide instruction on proper care and treatment.
- Ability to maintain quality, safety, and infection control standards.
- Ability to deal courteously and tactfully with difficult or angry clients and work in a collaborative and cooperative way with co-workers and the Tribal community in a manner that is culturally sensitive.
- Ability to establish and maintain effective working relationships with co-workers and clients.
- Demonstrates respect for and awareness of Native American customs, traditions and socioeconomic needs.
- Knowledge of medical care and treatment for ill or injured patients of all ages.

The Paiute Indian Tribe of Utah is an equal opportunity provider and employer, subject to the federal laws, regulations and policies requiring or allowing Indian Preference Per Section 703(i) of Title VII of the Civil Rights Act of 1964, as amended.

The Paiute Indian Tribe of Utah complies with the Drug-Free Workplace Policy of 1988, which includes pre-employment drug testing and random drug testing once employed.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.