



Job Position: Medical Officer	Status: Part Time/Exempt
Division: Health Department	Salary: Based on Experience
Posting Date: September 10, 2020	Closing Date: September 25, 2020

Job Description

Summary:

The Medical Officer is responsible for providing the full range of medical care to patients by examining, diagnosing, and treating patients in an ambulatory setting as prescribed within the tribal health agreement, The Medical Officer is responsible to provide leadership to a team of health care professionals in the delivery of programs, services and activities (PSAs) described in the tribal health plan.

Essential Duties and Responsibilities include the following.

- Participates in meetings to develop new, modify existing, and evaluates the medical PSAs related to patient care with the objective of improving the quality of human life.
- Participates in community activities and community health projects to establish PSAs to resolve medical problems
- Responsible for patient referrals to hospitals for medical care and other services not provided by the tribal health clinic.
- Instruct patients on specific treatment as well as in general preventive care.
- Maintains patient records within the format utilizing the EHR (Electronic Health Record).
- Observes and abides by the Bylaws of the Clinic, policies, procedures and protocols of the clinic.
- Promptly completes orders and/or forms directly related to patient care, which must be authorized by a physician.
- Oversees all clinical programs and advises the Health Director on related clinical care directives
- Directly supervises all professional medical staff in delivery of the PSAs.
- Performs other duties assigned.

Competencies:

- Ability to analyze and evaluate the proved evidence based, patient-centered care
- Ability to track and evaluate clinical data
- Ability to analyze data to identify service deficiencies and develop improvement plans
- Ability to develop standardization of care
- Verifiable ability to lead and mentor professional medical staff
- Fosters teamwork and collaboration
- Knowledge of advanced communication skills, collaboration, complex decision making, leadership within a healthcare delivery system.

- Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems

Qualifications:

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, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

Must be a graduate of an accredited medical school and licensed to practice in the state of Louisiana or the ability to obtain a license;

Must be board certified;

Must be insurable by a professional medical liability insurance carrier or other designated malpractice coverage.

AND 10 years of experience in a hospital or an outpatient or ambulatory clinic setting

- Maintains professional certification through participation appropriate programs of continuing medical education.
- Proven ability to lead a team of healthcare professionals with integrity and respect
- A successful track record of fostering teamwork and collaboration among physicians
- Experience and successful leadership of disease management programs
- Demonstrate a working knowledge of clinical standards and patient-centered care in Medical Services, Primary Care Medical Clinic, and Administrative Operations in a clinic setting.

Certificates and Licenses:

- Must possess a valid State Driver's License
- Must successfully pass a criminal background check

Supervisory Responsibilities:

This job has supervisory responsibilities.

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.

The noise level in the work environment is typical of that of an office.

Physical Demands:

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.

This work requires walking, sitting, standing; reaching, and bending.

This is not an exhaustive list of all duties and responsibilities associated with it. The Tunica Biloxi Tribe of Louisiana reserves the right to amend and change responsibilities to meet business and organizational needs.

PREFERENCE WILL BE GIVEN TO QUALIFIED NATIVE AMERICAN INDIANS. Proof of tribal citizenship is required to be deemed preference eligible.

SELECTION PROCESS:

All Tunica-Biloxi Tribal positions are competitive. All employment applications and supportive employment material will be evaluated based on the relevance of the applicant's qualifications and experience as it applies to this position. Applicant's who demonstrate that they meet the minimum qualifications and experience most relevant to this position will be considered qualified and be eligible for an interview.

Complete tribal employment applications and resumes will be accepted until the closing date of the posting. Applications and resumes received after the closing date will not be considered for the position.

REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:

- **Tribal employment application** that is complete and provides all information requested; or
- **Cover letter** explaining your qualifications and experience relevant to the functions of this position; and
- **Personal resume** identifying your qualifications and experience relevant to the functions of this position.

Qualified Native Americans will be given preference in employment as required by the Indian Self-Determination and Education Assistance Act (25 U.S. 450, ET. Seq) including other relevant laws. In accordance with Title VII of the 1984 Civil Rights Act, Sections 701(b) and 703(1), preference in filling all vacancies may be given to qualified American Indian candidates. In other than the proceeding situations, the Tunica-Biloxi Tribe is an Equal Opportunity Employer (EOE); Tribal and/or Indian preference applicable in accordance with Title XX of the Tribal Code of the Tunica-Biloxi Tribe of Louisiana.

To apply for this position, interested candidates must submit their completed application, or cover letter and resume to:

Tunica-Biloxi Tribe of Louisiana
Attn: Human Resources
150 Melacon Rd.
Marksville, La. 71351
OR
HR@tunica.org