



Ninilchik Traditional Council
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Ninilchik, Alaska 99639
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VACANCY ANNOUNCEMENT FAMILY PRACTICE DOCTOR

ANNOUNCEMENT DATE: January 5, 2021
POSITION TITLE: Family Practice Doctor
POSITION TYPE: .75 FTE/Permanent
Depending on Funding

CLOSING DATE: When Filled
POSITION BEGINS: When Filled
SALARY: DOE

POSITION SUMMARY: This position specializes in family medicine and provides comprehensive preventative care, including regular exams and blood work as indicated. This position will see a full range of ambulatory care: well child and adult, including a full scope of well woman care, episodic illness and trauma care. The NTCCC Providers conducts review of systems, histories and physicals on patients seen in this clinic. We treat generally healthy patients that come in as needed for management of illnesses, injuries, or long-term non-severe conditions. We perform minor procedures in the office when appropriate.

ESSENTIAL FUNCTIONS:

1. Determines and manages minor and/or acute illnesses and initiates treatment.
2. Perform physical assessments.
3. Collects, records, and maintains patient information, such as medical history, medication reconciliation, reports, and examination results.
4. Collect medical information from patients, family members, or other medical professionals.
5. Give a prognosis based on information gathered from exam.
6. Professional focus on whole-patient care and quality outcomes.
7. Orders, performs, interprets and evaluates diagnostic tests to identify and assess patients' clinical problems
8. Formulates treatment plans based on available clinical data, and works cooperatively with patients to implement treatment plans.
9. Prescribes medication or other forms of treatment as necessary.
10. Conducts on-going health care and clinical management of stable, chronically ill patients.
11. Collaborates with other health care team personnel and case management personnel with regard to documented patient treatment.
12. Keeps appropriate records, per NTC/AAPC coding guideline policies on documentation.
13. Willingness to mentor new providers and participate in training of MD/PA/FNP students periodically.
14. Is open to complementary and alternative health practices, which are evidence-based (Integrative Medicine)
15. Participates in compliance, quality assurance and quality improvement activities as directed.

16. Adhere to all state and federal privacy regulations, including HIPAA and 42 CFR Part 2, and to CCC policies and agreements regarding confidentiality, privacy, and security. Support compliance with all privacy and security requirements pursuant to community partners' and outside providers' patient confidentiality agreements, including privacy and security requirements for EMR access. This includes immediately reporting any breach of protected health information or personal identification information of any person receiving NTCCC services by NTCCC to your supervisor or their designee.
17. Perform other duties as assigned.

SKILLS & ABILITIES:

1. Ability to interact with co-workers, patients and staff to instill confidence and facilitate communication.
2. Demonstrated experience in program development, from conception to design to implementation.
3. Training and experience with a broad clinical base.
4. Ability to display non-judgmental attitude.
5. Sufficient manual dexterity and physical ability to perform assigned tasks.
6. Ability to manage time and meet deadlines.
7. Knowledge of de-escalation methods or willing to be trained in these methods.

STATEMENT OF QUALIFICATIONS:

1. Current State of Alaska Medical Board licensure as an MD or DO.
2. Experience in urgent care and/or primary care practice.
3. At least 4 years' experience, treating behavioral health disorders
4. MD's or DO's must have active DEA license
5. Must obtain and maintain credentialing through Alaska Native Medical Center (ANMC/ANTHC) credentialing for work with Indian Health Service beneficiaries.

WORKFORCE DEVELOPMENT SKILLS & ABILITIES:

1. Seeks out additional learning opportunities to continue to develop the technical and professional skills needed now and in the future.
2. Takes responsibility for all work activities and personal actions by following through on commitments.
3. Provides appropriate follow-up as directed or per established guidelines.
4. Knowledge of quality management and improvement processes.
5. Knowledge of clinic practices and ability to act as a resource for clinic personnel and assist the providers as necessary.
6. Proficiency in the use of appropriate computer-based software and office equipment.
7. Knowledge of 1974 Privacy Act is required as use of customer-owner record is an integral part of the position and privacy of individuals must be protected to the fullest.
8. Ability to maintain quality safety and infection control standards.
9. Ability to participate in a multidisciplinary clinical team.
10. Improvement & Innovation: Makes meaningful improvement to services, program, and processes and/or organizational effectiveness.
11. Basic Life Support (BLS) and Advanced Cardiac Life Support (ACLS) certification is required.

12. Must pass through a criminal background check with acceptable standards of character.
13. Must have strong computer skills.
14. Must pass pre-employment drug test and will be subject to ongoing testing in accordance with NTC policies and procedures.
15. Be available to travel and attend pertinent trainings/seminars/meetings as required and as the budget allows.
16. NTCCC was established with a purpose of serving a primary population comprised of Alaska Natives and American Indians within the NTC geographical service area. Employees should have a thorough understanding of the cultures and the needs of the members, and of the general culture and needs of Alaska Natives and American Indians.
17. Ability to effectively interact with co-workers and clients with diverse ethnic and cultural backgrounds, religious views, life-styles, and sexual orientations, and treat each individual with respect and dignity.

INDIAN PREFERENCE:

In filling this position by initial appointment, promotion, transfer, reassignment, reinstatement, or any other personnel action, we are required by law, Indian Self-Determination and Education Assistance Act to give absolute preference in selection to candidates who are eligible for Indian Preference. For consideration under Indian Preference, proof is required

OTHER:

This position will be under the direct supervision of the NTC Tribal Health Director. All NTC positions are subject to, and under the direct authority, of the NTC Policies and Procedures. NTC is an alcohol and drug- free workplace and employees are required to submit to alcohol and drug testing. All NTC positions of employment are subject to the availability of funds.

APPLICATIONS:

Applications are available at the Ninilchik Traditional Council Administration office building, 15910 Sterling Hwy., Ninilchik, AK 99639 or online at www.ninilchiktribe-nsn.gov
Applicants must submit a **complete** NTC Application for Employment as well as a personal resume.

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Concurrent Out/In House Posting