

TULE RIVER INDIAN HEALTH CENTER, INC.
NOTICE OF POSITION VACANCY

POSITION: PHYSICIAN/MEDICAL DIRECTOR

LOCATION: Porterville, CA

NUMBER OF POSITIONS: 1

CLOSING DATE: Until Filled

SALARY: \$145,000 per year

POSTION SUMMARY:

This position serves as the Medical Director for the Tule River Indian Health Center. Work is performed under the direction of the Executive Director. Exercises a high degree of judgment and leadership in planning, organizing, staffing, directing, controlling, evaluating, and reporting clinical activities.

Primary responsibilities are to oversee all aspects of physician leadership, quality improvement, customer service and revenue enhancement. Management responsibility for planning, development, organization, integration, administration and evaluation of clinical services. Departments for which the Medical Director has management responsibility include ambulatory care, dental, optometry, podiatry, mental health, laboratory and radiology.

PRIMARY RESPONSIBILITIES:

1. Responsible for maintaining the highest standards of professional medical service, accomplished by providing direct care to patients (25%) of work time
2. Personal consultation with members of the staff on matters of patient care and management
3. Plans and conducts regular and patient care management conferences including using specialists via tele-medicine.
4. Works on a day-to-day basis with Executive Director, Nurse Executive and other key staff members with responsibility for fully participating in top management discussion,
5. Directly supervises medical services staff including mid-level professionals and nurse practitioners.
6. Conducts meetings and conferences with staff to explain work requirements, methods and procedures as needed, give special Instructions on difficult or different activities and answers technical questions about assignments, new or changed programs.
7. Conducts regular staff meetings for medical staff and clinical services.
8. Revises and analyzes records, reports and other evidence of work performance to evaluate performance.
9. Reviews and acts on physician credentialing and privileging. Must be knowledgeable of medical staff by-laws, rules and regulations.
10. Lead a formal provider peer review process holding physicians and other
11. Must have knowledge of regulations and standards of various regulatory and credentialing groups i.e., Medicare, Medicaid, and AAAHC standards.
12. Develop relationships with local hospital and primary care providers
13. providers accountable for the appropriateness and quality of care provided.

QUALIFICATIONS:

Graduate of an accredited Medical School. Must have a permanent/full and unrestricted license to practice medicine in the State of California. Minimum two years experience in a management position. ACLS certified. Board Certification in a primary care specialty such as Family Practice or Internal Medicine or minimum three years experience in ambulatory care clinic. Prior experience in an Indian Health program and/or knowledge of JCAHO and/or AAAHC Standards and review processes desired.

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STATEMENT OF SAFE WORK PRACTICES:

As an employee of TRIHCI, you will be required to comply with all TRIHCI's safety standards, TRIHCI's policies and procedures, and all other applicable Federal, State, or Local safety laws and regulations as a condition of employment. This is a condition of employment in order to promote a safe working environment for all employees, contractors, and patients. This will be accomplished through observation and enforcement of safe work practices, which include, but are not limited to:

- Keeping yourself informed of conditions affecting your health and safety;
- Participating in training programs, as required and as they become available to you;
- Adhering to healthy and safe practices in the workplace;
- Promptly reporting potential hazard(s) in the workplace;
- Refraining from "horseplay";
- Promptly reporting any injuries or accidents to your supervisor;
- Properly using TRIHCI's property/equipment and protecting it from damage or misuse;
- Respecting other employees, contractors, and patients rights to a safe environment.

At-Will Employment: all employment with Tule River Indian Health Center, Inc. is At-Will Employment. While we strive to provide fulltime employment to all of our employees who so desire, we make no guarantees, expressed or implied, to provide any guaranteed number of hours of employment in a given week. Changing conditions in the healthcare field make it impossible to predict the demand for our services and as a result, all of our offers of employment are offers of At-Will Employment.

Indian Preference Act (IPA): Preference in hiring is given to qualified Native Americans in accordance with the *Indian Preference Act*: (Title 25, US Code, Section 472 and 473). Applicants claiming Indian Preference must submit verification of Indian certification by tribe of affiliation or other acceptable documentation of Indian heritage.

Equal Opportunity Employer (EOE): Within the scope of Indian Preference, all candidates will receive equal consideration without regard to race, color, gender, religion, national origin or other non-merit factors.

Age Discrimination in Employment Act (ADEA): Tule River Indian Health Center, Inc. (TRIHCI), abides by the mandates of the ADEA (protecting individuals 40 years and older) and considers age a non-merit factor in all employment decisions and considerations.

Americans with Disabilities Act (ADA): TRIHCI abides by the mandates of the ADA and considers disability a non-merit factor in all employment decisions and considerations. Furthermore, TRIHCI will make any practical, feasible, and reasonable arrangements to accommodate qualified applicants and employees with disabilities.

Send Applications, resume, Indian Preference Documentation, if applicable to:

TULE RIVER INDIAN HEALTH CENTER, INC.
Attn: Human Resources
P.O. Box 768
Porterville, CA 95841
(559) 781-6514 FAX
E-mail
Human.resources@ihs.gov