



NEVADA URBAN INDIANS, INC. JOB ANNOUNCEMENT

POSITION TITLE: Physician
STATUS: Exempt (Ineligible for Overtime) or Contractual
Health insurance benefits at no cost will be available for exempt employee who work 30 hours or more per week
WAGE: Highly Competitive/Negotiable
LOCATION: Reno
POSTING PERIOD: Open Until Filled
HOW TO APPLY: Submit a completed employment application, resume, cover letter, copy of licensed counselor, and copy of diploma to the address, fax, or email below. Job application is available on our website.

Job Summary: Under the direction of the Executive Director, the Physician plans, develops, implements and evaluates health services and activities; conducts research and analyzes health data and statistics; develops goals, objectives, program requirements and procedures; and provide technical information regarding specialized health related conditions. Duties are related to one or more specialized health programs for the urban Indian, and minority population, and focuses on the prevention, early detection, treatment, education, and tracking of data relevant to a specific communicable or chronic disease, maternal and child health, nutrition and other conditions which impact the health of urban Indian population. Serve as liaison between the facility and survey teams from regulatory agencies and accrediting bodies by providing requested information and ease-of-access to medical records. This job requires access to confidential and sensitive information, requiring ongoing discretion and secure information management.

MINIMUM QUALIFICATIONS:

Graduate of accredited MD or DO program from accredited university and current license to practice as a Physician in the State of Nevada. Unrestricted DEA license for State of Nevada. Two to five years of experience in primary care, occupational medicine, urgent care, or in an emergency medicine setting is preferred. Bilingual in Spanish preferred.

CONDITIONS OF EMPLOYMENT: Must submit to a pre-employment drug screening including illicit drugs and Tuberculosis, and criminal background check, within 24 hours after the offer accepted, prior to the start of employment. Employment with NUI is contingent upon satisfactory results of pre-employment background check which may include but are not limited to criminal background check, drug screening, child abuse and neglect screening, employment reference checks for current and former employers, academic credentials check, and licensure before the first date of hire or soon after. Must have a current CPR card or be able to obtain one. Must provide a copy of driver license and proof of auto insurance.

ESSENTIAL FUNCTIONS: Duties and responsibilities may include, but are not limited to the following:

JOB ANNOUNCEMENT: Physician (cont.)

- Perform professional medical duties in coordination with the NUI Health Services/Clinic Admin team, including examination, diagnosis, care, and treatment of NUI clients.
- Handling 15 patients or more daily.
- Review care and treatment of individual patients by continual assessment and updating the Clinic Admin team and Executive Director to achieve medical objectives.
- **Provide medical supervision/direction to the Nurse Practitioner (NP), Medical Assistant (MA), and Diabetes Educator, to include review of patient charts for proper medical care provided monthly by the NP or MA and lead the clinic meeting every morning.**
- Assist the NP and Diabetes Educator in development and/or updating of Standards of Care for the NUI Health Clinic.
- Utilize the Electronic Health Record system (RPMS) for billing of patients for the services where feasible and proper.
- Work diligently in good faith to perform necessary to meet the expectations
- Ensure client charts are maintained in a timely manner (**daily**), in a secure environment, and prepared for auditing and/or archiving as needed.
- Provide monthly reports to the Executive Director.
- Maintain professional certification and/or licensure from a nationally recognized credentialing body.
- Ensure all activities are performed with the utmost attention to patient confidentiality and HIPAA and IRB (institutional review board) requirements.
- Participate in agency quality assurance committee and/or other necessary committees, and comply with requirements for periodic review of clinical records to ensure accurate recordings.
- Collaborate, team work, and provide report to the Executive Director regularly.
- **Utilize and competent in using electronic system, such as EHR (RPMS), Windows, Outlook, MS. Excel, and/or tablet and personal computer in the exam room.**
- Other duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES:

Working knowledge of: nursing principles and therapeutic practices; applicable regulatory standards; health education and training techniques; the principles, practices and standards of care for diabetes, pre-diabetes/metabolic syndrome diagnoses recommendations, diabetes health promotion, disease prevention and treatment; health care resources in the urban, tribal communities and local area; HIPAA requirements; principles and practices of supervision; medical diagnoses and major signs and symptoms; practices, methods and procedures used in community health nursing; medication protocols; knowledge of educational principles, group dynamics, behavior change concepts, empowerment models, motivational interviewing techniques, learning styles and teaching strategies.

Ability to: apply specialized knowledge related to the care of Native American, Alaskan Natives, minorities patients; independently develop, implement, maintain and evaluate a comprehensive CVD risk reduction program with emphasis on case management and patient/provider education; assess community health problems, plan appropriate,

JOB ANNOUNCEMENT: Physician (cont.)

creative health education interventions; successfully implement health programs and evaluate the process and outcomes; identify client service needs; respond to and resolve client health care issues within established and accepted nursing practice; supervise staff, including organizing work flow to accomplish established objectives; demonstrate leadership skills; write concise and informative reports; make presentations on health care issues in individual and/or group settings, with good public speaking skills; establish and maintain cooperative, supportive relationships with participants as well as funding agencies, clinic staff tribal organizations and local, state and national organizations; carry out multiple assignments and meet deadlines; complete required documentation for grants. Communicate effectively with a variety of audiences using a variety of mediums.

Skill in: use of a computer and various software programs.

Physical Demands:

Work is primarily performed in an office environment. Environment often results in exposure to factors such as bodily fluids, infectious agents/diseases, potentially toxic agents, seasonal humidity and temperature extremes, potential violence, noise and inoculates posing risk of injury or hazards to health. Must exert moderate physical effort in performing light work, typically involving some combination of stooping, kneeling, bending, crouching, crawling, lifting up to 100 pounds, carrying 20 pounds, and pushing/pulling wheelchairs up to 250 pounds. Must be able to stand or walk for prolonged periods of time; regularly using arms, hands and fingers to handle, feel, grasp or reach for client needs; vision abilities require close vision, depth perception and ability to focus; ability to operate equipment and machinery requiring simple periodic adjustments, such as mechanical lifts, scales, fans, restraint devices and thermometers; ability to move and guide materials using simple tools; ability to recognize and identify degrees of similarities or differences between characteristics of color, forms, sounds, odors and textures associated with job-related objects and materials. Ability to read and write in English in relation to reading and administering medications and maintaining medical records and files. Ability to use office equipment, including but not limited to: computers, printers, copiers, telephones, and facsimiles. Ability to use laboratory and health related equipment, including protective devices such as masks or gloved. Ability to tolerate exposure to communicable diseases.

SPECIAL NOTE: NUI is an equal opportunity employer and encourages all qualified applicants to contact the agency about employment opportunities. Indian hiring preference may apply to some positions dependent upon funding agency. (*Title 25, U.S.C. 472 & 473 & Title VII, Section 703 (i) of the Civil Rights Act of 1964*)

Please Note: NUI reserves the right to change or modify job duties and assignments at any time. The above job descriptions is not all encompassing. Position functions and qualifications may vary depending on business necessity.

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