

POSITION DESCRIPTION

TITLE:	Family Nurse Practitioner or Physician Assistant
REPORTS TO:	Medical Director
LOCATION:	Anav Tribal Health Clinic/Quartz Valley Indian Reservation
SUPERVISES:	Clinic Nurse(s)
SALARY:	\$60,000 - \$80,000 depending on experience
CLASSIFICATION:	Full or Part Time, Regular, Exempt, Non-Entry Level

SUMMARY: Shall work under the supervision of the Medical Director, to provide primary care to program patients. Shall assist with medical staff supervision and training. Shall work as a team leader and shall monitor all organization-wide performance improvement activities and shall serve as a member of the Continuous Quality Improvement Committee. Shall be required to attend Anav Tribal Health Board meetings as directed.

RESPONSIBILITIES:

1. Shall competently provide Direct primary care services to program patients.
2. Displays age-specific competence working with:
 - Infants
 - Toddlers
 - Preschool
 - School Age
 - Adolescents
 - Early Adult
 - Young Adult
 - Middle Adult
 - Geriatric
 - Women's Wellness
3. Shall appropriately review the medical policies and procedures manual annually and make recommendations to the Medical Director,
4. Shall proficiently monitor organization-wide performance improvement activities as a member of the medical team.
5. Shall efficiently follow guidelines for reporting as required by Federal, State, local and Tribal regulation or laws.
6. Shall appropriately provide medical advice to Committees; i.e. Managed Care, Medical Records, Continuous Quality Assurance, etc.
7. Shall competently assist the Medical staff in the development and training of educational programs for staff and patients.
8. Shall sufficiently record patient visits in timely manner utilizing the SOAP format.
9. Shall capably consult as appropriate with the Medical Director to ensure the delivery of quality healthcare.
10. Shall properly assist with the supervision of Nurse(s) and Medical Assistant(s).
11. Routine duties shall include providing medical services, and other healthcare-related services in homes, schools, clinics, job sites, and other community locations within the Anav Tribal Health Clinic's service area.

12. Shall be available local and out of the area travel as required for job related training and shall attend all required meetings and functions as requested.
13. Is courteous in accepting other job duties as assigned.

QUALIFICATIONS:

1. Demonstrates the ability to work effectively with native American people in culturally diverse environments.
2. Exhibits the ability to manage time well and work under stressful conditions with an even temperament.
3. Displays the ability to establish and maintain harmonious working relationships with other employees and the public.
4. Demonstrates the ability to understand and follow oral and written instructions.

REQUIREMENTS:

1. Must be currently licensed with the California State Board of Registered Nursing or Medical Board of California. Must be certified as a Family Nurse Practitioner or Physician Assistant. National Certification preferred. Masters Degree required for Nurse Practitioner applicants.
2. Must have a minimum of one (1) year experience as an FNP or PA.
3. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
4. Must function according to standing orders developed in consultation with the Medical Director
5. Must provide documentation of immunity to measles, rubella and/or become immunized with the recommended vaccines, including Hepatitis B. Must test annually for TB.
6. Must adhere to confidentiality and HIPAA policies.
7. Must successfully pass a pre-employment drug screening test and be willing to submit to a criminal background check.

Indian Preference:

In accordance with CFR 25, Part 276 and in accordance with Title VII of the Civil Rights Act, Section 701(b) and 703(i), preference in filling all vacancies will be given to qualified American Indian candidates.

To apply, submit application and resume to: QVIR/Anav Tribal Health Clinic, 9024 Sniktaw Lane, Fort Jones, CA 96032. Fax: (530) 468-4478. Applications may be obtained by contacting: Health Administration (530) 468-4470.

Approved: _____ Date _____
Health Board Chairman

I have read and understand the position description and accept by signing below.

Family Nurse Practitioner

Date

Physician Assistant

Date

ANAV Tribal Health Administrator

Date

Human Resource Generalist

Date