



SUSANVILLE INDIAN RANCHERIA
Lassen Indian Health Center
795 Joaquin
Susanville, CA. 96130

POSITION ANNOUNCEMENT

Position: Physician/ Medical Director
Date of Announcement: May 29, 2018
Closing Date: Open Until Filled
Salary: Negotiable
Classification: Exempt
Positions: 1
Hours: Full Time
Benefits: Highly competitive benefits package **See below*

GENERAL STATEMENT OF RESPONSIBILITY:

The Physician/Medical Director is responsible for the medical care of patients. He/she directs and coordinates the medical and psychosocial functions of the clinic.

This position works with and around our children and youth and is therefore subject to P.L. 101-630.

SPECIFIC RESPONSIBILITIES:

1. Utilizes knowledge and skill in taking medical histories, performing appropriate plans and therapies (including referrals for consultations) and providing medical follow-up.
2. Provides comprehensive medical care to all age groups.
3. Reviews clinical records and evaluates medical care provided by consultants and staff. Recommends changes and improvements when indicated.
4. Reviews laboratory and consultants' reports and initiates any indicated follow-up.
5. Participates in developing, implementing and evaluating policies, procedures, protocols and other business items as requested for the clinic to ensure high quality, cost-effective medical care.
6. Participates in staff meetings, case conferences and committee meetings.
7. Serves as member of Pharmacy and Therapeutics Committee.
8. Serves as a member of Health Care Resources/Case management Team Committee.

9. Reviews and updates Medical Policy and Procedure Manual annually.
10. Evaluates staff in a timely manner.
11. Contributes to team effort by participating in the Susanville Indian Rancheria's facility wide program improvements, goals and standards.
12. Works within HIPAA Guidelines.
13. Responsible for Level 1 Keys and Codes.
14. Performs other duties as assigned.

QUALIFICATIONS:

1. Completion of a nationally accredited school of medicine for Medical Doctor or Doctor of Osteopathic Medicine program – preferred.
2. Current unrestricted California Licensure to practice medicine.
3. Certification by the American Board of Family Practice.
4. Must have completed Medical Residency in the United States, Great Britain or Canada.
5. Three years' experience in clinic management and medical practice.
6. Knowledge and ability to keep and maintain a departmental budget.
7. Ability to work with other health professionals and paraprofessionals in a team approach to provide comprehensive health care.
8. Possess valid drivers license with no more than 5 MVR points and insurable as determined by the Susanville Indian Rancheria insurance provider.
9. Current DEA.
10. Maintain BLS/ACLS Certification.
11. Must pass criminal background investigation and meet the minimum standards of character as established by P.L. 101-630.

BEHAVIOR:

The vision, goals and objectives of the Susanville Indian Rancheria requires the employee to perform in both a professional and personable manner. The way the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is requisite of successful job

performance. Any attitude or behavior that will tarnish the name or reputation of the Susanville Indian Rancheria will not be tolerated and is subject to disciplinary action. As an employee of the Tribe, he/she will be subject to the Policies and Procedures of the Susanville Indian Rancheria.

PHYSICAL SAFETY:

The work requires minor physical exertion such as short periods of standing, walking, some recurring bending, crouching, stooping, stretching, reaching, or similar activities, such as setting up displays, moving tables, etc.

WORKING ENVIRONMENT:

Regular exposure to unfavorable environments such as body fluids. Employees may be required to use personal protective equipment such as masks, gowns, goggles, gloves, or shields.

SIR BENEFITS PACKAGE:

The Susanville Indian Rancheria offers its Full-Time employees a highly competitive benefits package, including: annual cost-of-living increases (based on SSA COLA); eligibility for annual merit increases; twelve paid holidays; thirteen days paid sick leave; up to twenty-six days paid annual leave (depending on length of service); maternity leave; paternity leave; affordable group health, dental, and life insurance; 401(k) retirement plan.

PREFERENCE POLICY:

- 1st Preference Enrolled member of a Federally Recognized Tribe.
- 2nd Preference Documented proof of Veteran Status, i.e. DD-214, Veterans Benefit Card.
- 3rd Preference Non-Native applicant.

HOW TO APPLY AND APPLICATION REQUIREMENTS:

All applicants are required to submit a Susanville Indian Rancheria/ Lassen Indian Health Center application. Applications can be found on our website at: www.sir-nsn.gov/human-resources/ (SIR – LIHC – Gaming Commission Application for Employment P.L. 101-630 Requirements) or picked up at 745 Joaquin Street, Susanville, CA.

Only completed applications will be considered. For your application to be considered complete you must attach a copy of your High School Diploma or College Degree. If the position requires a valid Driver's License you must also attach a copy of your Driver's License. **In addition, you must provide an additional statement on how you meet the qualifications.**

Complete applications can be dropped off in person at 745 Joaquin Street, Susanville, CA Monday – Friday from 8:00 am – 5:00 pm. They may also be emailed to nmerkle@sir-nsn.gov or faxed to (530)257-1895.