Resolution #14-0813-251

Approval to accept an amended job description of Medical Director/Physician.

WHEREAS, the status of the Gaá Chíinh Ziibi Daáwaa Anishi’náábeek (Little River Band of Ottawa Indians) as a sovereign and Treaty-making power is confirmed in numerous treaties, from agreements with the initial colonial powers on this land, to various treaties with the United States; and

WHEREAS, the Little River Band of Ottawa Indians (Tribe) is descended from, and is the political successor to, the Grand River Ottawa Bands, signatories of the 1836 Treaty of Washington (7 Stat. 491) with the United States, as reaffirmed by federal law in P.L. 103-324, enacted in 1994; and

WHEREAS, the Tribe adopted a new Constitution, pursuant to a vote of the membership on May 27, 1998, which Constitution became effective upon its approval by the Assistant Secretary-Indian Affairs on July 10, 1998; and

WHEREAS, the Tribe adopted amendments to the Constitution on April 26, 2004, which became effective upon approval by the Assistant Secretary-Indian Affairs on May 13, 2004; and

WHEREAS, the legislative powers of the Little River Band are vested in the Tribal Council at Article IV, Section 7 of the Constitution; and

WHEREAS, the Tribal Council is authorized under Article IV, Section 7(a) of the Constitution to enact ordinances and adopt resolutions to provide for the public health, peace, morals, education and general welfare of the Little River Band and its members and to govern the conduct of members of the Little River Band and other persons within its jurisdiction; and

WHEREAS, the Tribe maintains a policy to have job descriptions for every position of employment within the Tribal government; and

WHEREAS, the last job description for the Medical Director / Physician position was last approved on August 1, 2012; and

WHEREAS, the job description must be updated to reflect changes to employment levels and supervision;
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NOW THEREFORE IT IS RESOLVED THAT the Tribal Council approves the amended job
description for the Medical Director/Physician position, which is attached hereto and
incorporated by reference.

CERTIFICATE OF ADOPTION

I do hereby certify that the foregoing resolution was duly presented and adopted by
the Tribal Council with 8 FOR, 0 AGAINST, 0 ABSTAINING, and 1 ABSENT at a regular
session of the Little River Band of Ottawa Indians Tribal Council held on August 13, 2014,
at the Little River Band’s Government Center in Manistee, Michigan, with a quorum being
present for such vote.

Sandy Mezeske, Tribal Council Recorder

Virgil Johnson, Tribal Council Speaker

Attest:

Distribution: Council Records
Tribal Ogema
Human Resources
Accounting
LITTLE RIVER BAND OF OTTAWA INDIANS
TRIBAL GOVERNMENT
JOB DESCRIPTION

JOB TITLE: Medical Director / Physician
DEPARTMENT: Health Services
SUPERVISOR: Tribal Manager
PAY LEVEL: E-13
RANGE: Contractual, set by Resolution
BACKGROUND CHECK: Extensive
STATUS: Exempt – Biweekly Pay
PREPARED DATE: August 12, 2014
TRIBAL COUNCIL APPROVAL DATE: August 13, 2014

Indian Preference is applicable in accordance with Ordinance #11-600-02.

SUMMARY
This position is responsible for providing healthcare related services, healthcare management and medical consulting services, including patient treatment directives, to the Little River Band of Ottawa Indians Tribal Health Services. Additionally, this position assists the Director of Health Services in the delivery of medical services and long-term planning efforts.

EMPLOYMENT QUALIFICATIONS
A qualified candidate offers:
• A current and unrestricted license to practice medicine as a physician in the State of Michigan; and
• An enrollment as a provider in Medicare and Medicaid programs (or obtain within 90 days); and
• Possession of Drug Enforcement Agency certification / licensing; and
• Possession of Board Certification in family practice.

DUTIES AND RESPONSIBILITIES
1. Assists with the development and maintenance of administrative, quality assurance, policies, procedures and Indian Health Services Self-Governance compact compliance related to medical services delivery.
2. Provides services and advice in the capacity of Medical Services Director, including case management, supervision of mid-level, nursing and allied health services personnel, managed care counseling in matters involving Tribal Employee Health related benefits, Contract Health Services, and Extended Health Assistance Program medical necessity determinations for payment of benefits.
3. Establishes a compassionate and therapeutic clinical environment by providing individualized and culturally appropriate emotional, intellectual, psychological and spiritual medical support to patients, family and the community.
4. Assesses patient health by interviewing, performing physical examinations and obtaining, updating and studying medical histories.
5. Administers and prescribes treatments and medications.
6. Determines conditions and health status by ordering and executing diagnostic tests such as X-rays, electrocardiograms and laboratory procedures; interprets test results.
7. Refers patients to medical specialists for consultative services as necessary.
8. Coordinates care with local hospitals, reviewing pertinent records from hospitalists or other physicians and specialists associated with patient care.
9. Promotes integrated holistic healthcare, referring patients to other programs such as Community Health, Dieticians, Family Services and Behavioral Health.
10. Documents patient care thoroughly and accurately by charting patients in RPMS and any other required recordkeeping systems.
11. Educates patients on wellness, diet, hygiene, methods for disease prevention and early detection, guiding patients to available resources.
12. Studies and remains apprised of target population health trend data.
13. Reviews on a regular basis and provides follow-up for chronically ill or long-term cases that require ongoing medical attention.
14. Maintains professionalism and confidentiality in all aspects of work and complies with applicable tribal, federal and/or state laws and procedures.
15. All other position-related duties as assigned by supervisor.

OTHER SKILLS AND ABILITIES
During the course of employment, the employee will consistently utilize and demonstrate strong verbal and written communication skills, strong organizational skills, strong interpersonal and teamwork skills, a heightened attention to detail and accuracy, the ability to work independently as well as cooperatively with other departments, and a commitment to confidentiality.

SUPERVISORY RESPONSIBILITIES
Provides collaborative and supervisory assistance with mid-level healthcare providers. Assists in the resolution of complaints, requests and inquiries from patients.

PHYSICAL DEMANDS
Sitting or standing for long periods of time, frequent walking and occasional lifting, reaching, bending, kneeling or stretching is to be expected. The nature of the work also involves manual dexterity to operate office equipment and while keyboarding. An employee will need normal, or corrected to normal, range of sight and hearing and will routinely carry work-related materials up to twenty-five (25) pounds. Work may involve exposure to infections, communicable diseases, contaminated materials, bodily fluids and radiation resulting in the need to wear protective equipment such as masks, eye protection, rubber gloves and gowns.

WORKING ENVIRONMENT
Work is performed in a climate controlled medical office environment. The employee’s work schedule may frequently need to be flexible and adjusted according to business needs. The employee must be able to effectively handle stressful and compromising situations while remaining focused and professional, as well as be able to deal with difficult people without losing perspective. Occasional overnight travel may be necessary to attend meetings or trainings.
DISCLAIMER AND CONDITIONS OF EMPLOYMENT
The above statements are intended to describe the nature of the work being performed by individuals assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills.

Conditions of employment with the Little River Band of Ottawa Indians Tribal Government includes passing a pre-employment drug test and background investigation and maintaining all necessary licensing, certifications, and ethical standards as noted in the “Employment Agreement.” Candidates for this position will be required to have dependable transportation available to them without notice.

Approved by:

________________________________________  Date
Tribal Ogema

________________________________________  Date
Tribal Manager

________________________________________  Date
Human Resources Director

Tribal Council Resolution #:________________________

Employee Acknowledgement and Acceptance:

________________________________________  Date

Medical Director / Physician