Resolution #14-1210-389

Approval of Physician Job Description for Health Services Department.

WHEREAS, the status of the Gaá Čhíng Ziíbi Daáwaa Aníshináábeek (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 Tribal Council is authorized under Article IV, Section 7(a) to provide for the public health, peace, morals, education and general welfare of the Little River Band and its members; and

WHEREAS, the Tribe Council is authorized under Article IV, Section 7(a) to provide for the public health, peace, morals education, and general welfare of the Little River Band and its members; and

WHEREAS, the Health Services Department Organizational Chart indicates this position is vacant. The department is in need of posting the vacant Physician position however, Tribal Council approval of the Physician Job Description is needed prior to forwarding to Human Resources to post. The Physician position has been vacant since June 2014 and the position is an approved position in the FY2014 Heath Clinic budget; and
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NOW THEREFORE IT IS RESOLVED THAT the Tribal Council of the Little River Band of Ottawa Indians hereby approves the Physician Job Description for the Health Services Department.

CERTIFICATE OF ADOPTION

I do hereby certify that the foregoing resolution was duly presented and adopted by the Tribal Council with 9 FOR, 0 AGAINST, 0 ABSTAINING, and 0 ABSENT at a Regular Session of the Little River Band of Ottawa Indians Tribal Council held on December 10, 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: Tribal Council
             Tribal Ogema
             Purchasing Office
LITTLE RIVER BAND OF OTTAWA INDIANS
TRIBAL GOVERNMENT

JOB DESCRIPTION

JOB TITLE: Physician
DEPARTMENT: Health Services
SUPERVISOR: Medical Director, Tribal Health Services
PAY LEVEL: E12
RANGE: $132,128.00 - $198,192.00
BACKGROUND CHECK: Extensive
STATUS: Exempt – Bi-Weekly Pay
PREPARED DATE: September 3, 2014
TRIBAL COUNCIL APPROVAL DATE: #14-1210-389

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

SUMMARY
Promotes and maintains Little River Band of Ottawa Indians community health by rendering competent medical treatment across the lifespan, diagnosing and treating a variety of diseases and injuries in general clinical practice at the LRBOI clinic.

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
- possesses Drug Enforcement Agency certification/licensing; and
- Board Certification in family practice, primary care and/or internal medicine; and
- CPR Certified (must be obtained within 60 days)
- Indian Health Services (IHS) experience
- Knowledge of primary care principles
- Experience using electronic health systems and records
- Knowledge of medications and their indications, contraindications, dosing, side effects and proper administration
- Knowledge of clinical operations and procedures
- Valid driver’s license throughout employment and be insurable under organizational policy

DUTIES AND RESPONSIBILITIES
1. Establishes compassionate, therapeutic clinical environments by providing individualized and culturally appropriate emotional, intellectual, psychological and spiritual medical support to individual clients, families and the community.
2. Makes diagnosis and decisions concerning medical needs of patients, formulates and implements plan of care, which may involve various treatment modalities, prescribing medications, consultation with other health care providers and referrals.
3. Identifies and manages both minor and serious acute and chronic illnesses in accordance with established standards of medical care and approved clinical privileges.
4. Promotes health by advising patients concerning diet, hygiene, and methods for disease prevention; uses a variety of strategies to promote health.
6. Complies with applicable federal, state, local, tribal, legal and professional requirements.
7. Maintains professional and technical knowledge.

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 independently as well as work cooperatively with other departments, and a commitment to confidentiality. Ability to react calmly and effectively in emergency situations. Ability to clearly communicate medical information to professional practitioners and/or the general public. Must be able to maintain patient care quality, safety, and/or infection control standards.

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 need. 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, angry or hostile 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 and level of work being performed by people 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 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, and successfully completing a 6 month probationary period. Work will be subject to peer and performance review. Candidates for this position will be required to have dependable transportation available to them without notice.

Employee Acknowledgement and Acceptance: ________________________________