



# CANONCITO BAND OF NAVAJOS HEALTH CENTER INC.

129 Medicine Horse Drive – To'Hajiilee, NM 87026  
Phone (505) 908-2307 / Fax (505) 908-2074

## PHYSICIAN

### Position Description

<b>Department:</b>	Medical
<b>Job Code:</b>	
<b>Pay Range:</b>	
<b>Hours/Week:</b>	40 hours
<b>Position Type:</b>	Full-Time

<b>Reports To (Title):</b>	Chief Medical Officer
<b>Classification:</b>	Exempt
<b>Effective Date:</b>	July 1, 2016
<b>Revised Date:</b>	

### PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of the Canoncito Band of Navajos Health Center Inc. (CBNHC) are expected to conform to the following:

- Uphold all principles of confidentiality and patient care to the fullest extent.
- Adhere to all professional and ethical behavior standards of the healthcare industry.
- Interact in an honest, trustworthy and dependable manner with patients, employees and vendors.
- Possess cultural awareness and sensitivity.
- Maintain a current insurable driver's license.
- Comply with all CBNHC policies and procedures, as well as all applicable laws.

### POSITION PURPOSE

This position is to provide direct primary care medical services to Tribal members accessing clinical services. Under the direction of the CMO serves as the primary practitioner in the clinic responsible for assuring the level and quality of care delivery to clinic patients. Participates in Community Health initiatives to assist with continuity of care. Works with tribal outreach programs; Community Health Representatives and SDPI workers to provide consultation on an as needed basis. Coordinates care when appropriate with home Health agencies and Hospice care serving the community. Participates in PRC and other referrals for Specialty care.

### ESSENTIAL DUTIES, FUNCTIONS AND RESPONSIBILITIES

- Serves as the primary care physician in the assessment, diagnostic evaluation and diagnosis and treatment or referral of patients attending the CBNHC.
- Notifies supervisor when revisions to established priorities, personnel or other resources are required.
- Identifies the supplies, materials and personnel needed on a yearly basis for the supervisor's review and inclusion in the annual budget.
- Works closely as required with PRC services, nursing staff

### WORK DIRECTION

- Works independently as a physician
- Supervises clinical staff and subordinates through oral and written instruction as well as work orders.
- In conjunction with nursing and clinical support staff adjusts work plans, schedules, assignments and methods as necessary to accomplish work effectively, timely, and economically.
- Assures all pertinent safety practices are observed in clinic operations.

### ADMINISTRATION and COMPLIANCE

- Maintains necessary health care records and reports.
- Provides leadership and motivates subordinates to operate as an effective work unit.
- Performs other duties as assigned.



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**MINIMUM MANDATORY QUALIFICATIONS**

- Experience:
- Graduation from a recognized Medical School and successful completion a Primary Residency (Family Practice, Med/Peds Residency or Internal Medicine with some experience in Pediatric Care)
  - Unrestricted Medical License — Any state, but must acquire New Mexico License within one year of employment
  - Unrestricted DEA license
  - Board certified at time of employment or able to obtain Board certification within two years of commencing employment
  - Prefer prior practice experience but will consider new graduates
- Mandatory Knowledge, Skills, Abilities and Other Qualifications:
- Must be able to carry out the essential duties, functions and responsibilities as detailed above
  - BLS/ACLS up to date certification at time of employment
  - Working knowledge of Electronic Health Records, willingness to train to utilize Clinic's EHR
  - Knowledge of Microsoft Office software and personal computer use
  - Familiarity with Electronic Health Records
  - Ability to perform other duties as assigned

**PREFERRED QUALIFICATIONS**

- Bilingual skills in English **and** the Navajo native language.
- Prior experience working with Indian Health Services (IHS), a Tribe or Tribal organization.

**WORK ENVIRONMENT**

- Work environment: The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time. This position may be exposed to certain health risks that are inherent when working within a health center facility.
- Physical demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk and hear. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with patients, vendors and staff.
- Mental demands: There are a number of deadlines associated with this position. The employee must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.



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**OTHER**

- All employees must uphold all principles of confidentiality, HIPAA and patients care to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination.
- Disclaimer: The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualification required of employees assigned to this position. Employees will be asked to perform other duties as needed.

**APPLICATION INSTRUCTIONS**

- Read instructions prior to completing application form; incomplete applications will not be considered.
- Submit an application, resume and letter of interest to one of the following methods:
  1. E-mail to [Humanresources@cbnhc.org](mailto:Humanresources@cbnhc.org)
  2. Mail to Canoncito Band of Navajos Health Center Inc., ATTN: Human Resources, P.O. Box 3338, To'Hajiilee, NM 87026
  3. Deliver to the CBNHC Human Resources Office, 129 Medicine Horse Dr., To'Hajiilee, NM 87026

Canoncito Band of Navajos Health Center Inc. is a Navajo Preference Employer. As required by the Navajo Preference in Employment Act, preference will be given to qualified Navajo applicants. If there is no qualified Navajo applicant, preference will be given to qualified American Indian applicants consistent with the Indian Self-Determination Act Indian preference provision.