



## *Red Cliff Band of Lake Superior Chippewa Indians*

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Bayfield, WI 54814  
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## *Red Cliff Tribal Council*

### **JOB DESCRIPTION**

**POSITION:** Physician Assistant (PA-C) or Advanced Practice Nurse Prescriber (APNP)

**LOCATION:** Red Cliff Community Health Center

**SALARY:** Negotiable depending upon qualifications

**SUPERVISOR(S):** Assistant Health Director, Medical Director

#### **THIS IS A FULL-TIME EXEMPT POSITION**

**JOB SUMMARY:** The Family Nurse Practitioner or Physician Assistant is located in the Red Cliff Community Health Center and is part of the Family Practice team. The Medical Program provides ambulatory care to the Native American population on the reservation and those from the surrounding communities. This position will work fairly independently, with supervision and direction from the Medical Director-Physician and Health Center Administration, within a team-based model to provide patient and family centered medical care.

#### **DUTIES AND RESPONSIBILITIES:**

##### **PRIMARY HEALTH CARE:**

1. Systematically assesses, identifies and initiates therapeutic management of chronic illnesses and medical conditions in all age groups.
2. Systematically assesses, identifies and initiates therapeutic management of acute illnesses or injuries of pediatric and adult patients.
3. Examines the patient and conducts diagnostic tests to discern the cause and nature of the illness, disease, disorder, or injury.
4. Analyzes the results of examinations and tests to determine possible treatment methods, than explain the options to patients and their parents.
5. Monitors patients' condition and progress and re-evaluates treatments as necessary.
6. Performs regular checkups to monitor patients' health, records and assesses growth rates and other physical-development indicators in the pediatric population.
7. Monitors adherence to medical and nursing directives for stabilized, chronically ill persons.

8. Performs or requests special screening and diagnostic procedures and interprets results.
9. Provides education to patients and families dealing with acute problems, chronic conditions, and teach healthy lifestyles.
10. Make health care decisions based on currently accepted medical and nursing science and the patient's particular situational, family and cultural determinants.
11. Follows established protocols for therapeutic care under the direction of the clinic medical director.
12. Uses physician consultation and refers clients with health problems which are beyond the scope of the Family Nurse Practitioner's/Physician Assistant practice.
13. Documents patient care activities and maintains patient medical records in accord with clinic policy, sound professional practice and state and federal laws.
14. Prescribes medications according to medical indication and necessity and in accordance with RCCHC policies and procedures.
15. Administers immunizations per best practice to prevent illnesses commonly experienced by children.
16. Provides treatment and/or procedures within accepted medical standards and facility capability.
17. Meets responsibilities of contracts agreed to by Red Cliff Community Health administration for care provided to Bayfield County and IHS organizations.
18. Provides in-service programs in areas of medicine to health staff to increase awareness of current and specific problems, diagnosis and treatment issues concerning the clinics patients.
19. Obtains medical provider number and assigns reimbursement to the Red Cliff Community Health Center for services rendered.

**GENERAL DUTIES:**

1. Insures the confidentiality of all client specific information and data as required by the program and the Red Cliff Community Health Center.
2. Implements Quality Assurance measures in appropriate service areas.
3. Adheres to a professional code of conduct in the discharge of these duties.
4. Attends meetings, in-services, and any other events as specified by immediate supervisor.
5. Responsible for maintaining a clean and safe environment.
6. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or as deemed necessary by the supervisor

**ADMINISTRATIVE:**

1. Within resources allocated by the Health Center, assists in assessing health care needs, planning, organizing, delivering, and evaluating health care programs in the community.
2. Interprets philosophy, goals, and objectives of the Health Center to clients, families, and other groups.

3. Fiscally manages assigned Health Center programs and/or grant operations to ensure proper utilization of the facility's financial resources.
4. Utilizes financial resources within established budget and approved variances.
5. Presents a professional, caring image for the Health Center and its programs.
  - a. Maintains a cooperative relationship with other Health Center staff and co-workers.
  - b. Demonstrates tact, courtesy, and respect in communication and interaction with Health Center patients, visitors, and staff and with outside agencies and programs.
  - c. Promotes a working environment noted for effective cooperation and collaboration between programs, services, and co-workers.
6. Investigates patient's complaints; attempts to resolve problems to restore and promote good public relations.
7. Adheres to and supports facility policies, programs and activities.
8. Completes monthly, quarterly, and annual reports as required by Health Center Administration, the Health Board, Tribal Council, regulatory bodies, and/or third party payors. Maintain a record of all reports and supporting documentation as required.
9. Communicates with clinic staff to ensure that information is shared for effective operations.

**PERSONAL DEVELOPMENT:**

1. Responsible for individual professional development to ensure current practice knowledge in the profession.
2. Maintains membership in appropriate professional organizations.
3. Keeps licensure and/or registrations current and provides verification as necessary.
4. Attends professional meetings and events within the scope of the budget and with prior approval of the Health Center Administrator.
5. Identifies personal and professional areas for improvement and actively seeks out ways to meet personal developmental needs.

**SUPERVISORY AUTHORITY:** None.

**KNOWLEDGE:**

1. Knowledge of comprehensive health programming and the full range of professional community health nursing principles, practices and procedures in providing services within the health center, home, school, and community environment.
2. Exposure to Health Hazards of the Health Industry.
3. Knowledge of and enforcement of safety and biohazard regulations.
4. Experience in a primary care setting preferred.
5. Possesses skills in making physical and psychosocial assessment of communities, family and individuals, recognizing the range of "normal" and the manifestation of common abnormalities.
6. Good interpersonal skills and the ability to get along with diverse populations (patient, physician, staff and general public).
7. Good communication skills, written and oral.

**QUALIFICATIONS:**

**PHYSICIAN ASSISTANT:**

1. Successfully completed education at an accredited Physician Assistant Program.
2. Proof of current certification by the national commission on certification of physician assistants.
3. An active, unrestricted physician assistant license in the state of Wisconsin.

**ADVANCED PRACTICE NURSE PRESCRIBER:**

1. Current license to practice as a professional nurse in Wisconsin or another state apart of the nurse licensure compact.
2. Successfully completed a Masters level nursing or a related health field at an accredited college or university.
3. Proof of completion of at least 45 contact hours in clinical pharmacology/therapeutics within 3 years proceeding certification.
4. Current certification by a national certifying body approved by the board as an advanced practice nurse prescriber.

**EMPLOYEE BENEFITS PACKAGE**

**THE EMPLOYEE BENEFITS PACKAGE INCLUDES THE FOLLOWING:**

1. A Health Insurance Plan which is through the Federal Employee Health Benefits (FEHB). FEHB is offered for both single and family coverage. Employees considered to be full time status will be required to pay 12% of the premium for the plan selected.
2. The Dental package is through Delta Dental. This benefit is offered at no cost to the employees with single or family medical coverage.
3. Short Term Disability is offered to all employees at no cost and pays 60 % of weekly pay for a maximum of 90 days if you get sick or injured off the job.
4. Life insurance of \$15,000 is included at no cost to all employees. Spouses are covered at \$7,500.00 and children are prorated. Employees can purchase additional life insurance from the plan provider at their own cost.
5. Profit Sharing Plan with a 401(k) component is offered to employees after one year of work, with a minimum of 1000 hours. The Tribe puts 3% of employee's wages into the Profit Sharing Plan.
6. The Tribe also offers General Leave to Full time employees. Employees will accrue 16 hours of General Leave per month and can accumulate up to 192 hours per year. After 5 years of employment, General Leave goes up to 20 hours per month with a maximum of 240 hours.
7. The Tribe observes a total of 13 paid holidays.

**PERSONAL CONTACTS:** Daily contact with patients, visitors, other primary care providers, Tribal and Health Center Administration, and other Health Center and Early Childhood Center staff.

**PHYSICAL REQUIREMENTS:** The duties assigned to this position involve bending, stooping, lifting, and carrying. Items may be placed on overhead shelving.

**WORK ENVIRONMENT:** Providers will work closely with support staff in a shared, open office. The environment must be maintained as clean, non-smoking, well-ventilated work area in adherence to all safety regulations. Private homes and other facilities will not necessarily meet the criteria of the established safety regulations.

**TRAVEL REQUIREMENTS:** Possession of valid driver's license and having regular access to a motor vehicle with appropriate insurance coverage. The availability for out of town and overnight travel.

**Indian preference will be applied in the case of equally qualified applicants, but all qualified applicants will be considered.**

**BEHAVIOR AND ATTITUDE:** The vision, goals and objectives of the Red cliff Band of the Lake Superior Chippewa Indians requires the employee to perform in both a professional and personable manner. The manner in which 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 a requisite of successful job performance. Any Behavior or Attitude that tarnishes the Name or Image of the red Cliff Band of Lake Superior Chippewa will be subject to immediate disciplinary action up to and including termination.

**APPLICATION SUBMITTAL REQUIREMENTS:** The following items are required for this position:

1. Completed Tribal Application, to include work history and references; available on the tribal website.
2. Tribal Background Investigation Disclosure; available on the tribal website.
3. Cover letter and resume.
4. Post-secondary transcripts or certifications; if applicable.

**POSTING: September 18, 2017**

**DEADLINE: Open Until filled**

**FOR FURTHER INFORMATION CONTACT:**

Red Cliff Tribal Administration Building  
Human Resources Department  
88455 Pike Road, Hwy 13  
Bayfield, WI 54814

[www.redcliff-nsn.gov](http://www.redcliff-nsn.gov)  
[susie.gurnoe@redcliff-nsn.gov](mailto:susie.gurnoe@redcliff-nsn.gov)

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**THE RED CLIFF TRIBAL COUNCIL HAS A DRUG FREE WORK PLACE POLICY AND ADHERES TO THE INTENT OF THE DRUG FREE WORK PLACE ACT. ALL NEW HIRES ARE SUBJECT TO A DRUG TEST PRIOR TO STARTING.**

**ALL APPLICANTS FOR EMPLOYMENT WITH THE RED CLIFF TRIBE ARE SUBJECTED TO THE BACKGROUND INVESTIGATION AND OTHER REQUIREMENTS OF RCCL CHAPTER 43, AND THAT YOU ARE UNDER A CONTINUING OBLIGATION TO SUPPLEMENT THIS APPLICATION FOR EMPLOYMENT WITH INFORMATION CONCERNING ANY CONVICTIONS THAT OCCUR AFTER COMMENCEMENT OF EMPLOYMENT WITH THE TRIBE.**

**THIS JOB DESCRIPTION IS SUBJECT TO CHANGE AT THE EMPLOYER'S DISCRETION, AFTER CONSULTATION WITH THE EMPLOYEE.**