

TOIYABE INDIAN HEALTH PROJECT, INC.

POSITION DESCRIPTION

POSITION: Physician Assistant (P.A.)

SALARY RANGE: TSS 14

WORK STATION: Lone Pine / Bishop/ Coleville

SUPERVISOR: Clinic/Office Manager
Chief Physician

EXEMPT

POSITION SUMMARY: Must have available direct electronic communication with a State certified PA Supervisor while providing primary health care within the scope-of-work for this position.

QUALIFICATIONS:

1. Current California P.A. license required; previous P.A. work experience preferred.
2. Ability to deal effectively with Native Americans with tact, courtesy, discretion, resourcefulness, and good judgement in handling functions of a sensitive nature.
3. Valid drivers license and insurable with company insurance.
4. CPR and DEA certifications, maintaining current status at all times.
5. Must be sensitive and possess an awareness and keen appreciation of Indian traditions, customs, and socio-economic needs of the Indian community.
6. American Indian preference in accordance with Indian Preference Act (Title 25, U.S. Code, § 472 & 473).

DUTIES & RESPONSIBILITIES:

1. Provide primary health care and supportive counseling to Native Americans, their immediate families and other community members in general medicine, pediatrics, gynecology, family planning, and minor surgical procedures.
2. Evaluate and treat acute injuries and illnesses.
3. Provides preventive health services to patients by health promotion, risk management and disease prevention.
4. Conducts and records physical examinations with assessment of normal and abnormal findings.
5. Maintains accurate medical records including appropriate tracking with follow-up.
6. Recognize cases beyond professional medical capabilities, consulting the Clinic Physician and/or Medical Director, following clinic set protocols.
7. Assist the Clinic Physician updating the Clinic Medical protocols as necessary.
8. Work in conjunction with the Medical Receptionist to arrange follow-up lab work, x-rays, outside patient care needs (Specialized Provider consultation, etc.) and follow-up appointments.
9. Orders and furnishes drugs and devices according to standardized procedures and CA laws and regulations related to the practice of Physicians Assistants.

10. Interfaces with community organizations identifying resources available to refer patients/families.
11. Maintains and enhances professional knowledge and skills related to Indian Health Care by attending relevant continuing education courses.
12. Acts as a resource for staff and community in areas of expertise.
13. Other job related duties as assigned.