

Seldovia Village Tribe Health Center

Job Description

Position: Nurse Practitioner or Physician Assistant

Supervisor: Health Center Director

Location: Seldovia Village Tribe Health Center located in Homer, AK

Introduction: The Seldovia Village Tribe serves the Alaskan Native/American Indian beneficiaries living in Seldovia and Homer. Additionally Seldovia Village Tribe provides health care to non-beneficiaries as a Community Health Center.

Responsibilities: The provision of direct primary clinical health and preventative health care for the Seldovia Village Tribe eligible beneficiaries and for Community Health Center patients and their families in an ambulatory primary care clinic.

Duties:

Quality Patient Care:

- Provide comprehensive cost effective acute and chronic primary and preventative health care to patients and their families within scope of training, capabilities and license criteria as a health care provider.
- Participates in counseling of chronic and infectious disease patients, treatment and medical care management, coordinating with services of other local and regional providers.
- Coordinates and conducts support groups, health education and health promotion activities in subjects related to physical and emotional health.
- Participates in planning for comprehensive medical, preventive and therapeutic health care services for Health Center patients.
- Functions as a patient advocate, conduct follow-up care and coordinate care with other health care providers and makes appropriate referrals for continuity of care.

Legal Concepts:

- Maintain strict confidentiality for all clients and their families and health center information.
- Follow federal, state and local legal guidelines (to include but not limited to HIPPA, CLIA, OSHA, ICWA).
- Follow license criteria and regulations.

Operations:

- Participates in development of policy and procedures.
- Maintains accurate and complete medical records in a timely fashion
- Participate in the Continuous Quality Improvement (CQI) program.
- Participate in grant application and administration as it relates to clinical care.
- Participates in data collection, research, and statistical reporting as deemed necessary by grant.

- Possess computer skills sufficient to conduct word processing for document development and patient documentation.

Education:

- Develop and deliver educational programs to enhance patient care and preventative medicine.
- Participate in developing staff education and training and orientation of medical staff personnel.
- Maintain Continuing Medical Education requirements as criteria as defined by license and board certification requirements.

Licensure:

- Maintain active license(s) in the State of Alaska (NP must have current state RN and ANP license and PA must have current NCCPA Certification and state license.)
- Maintain Board Certification.

Public Relations:

- Promotes communication and program development by participating in clinic, and appropriate local health service meetings.
- Communicates clearly and respectfully to all patients, families, staff and community contacts.
- Develops and maintains cooperative and professional working relationships with other local and regional health care providers, agencies, community groups and programs to enhance public relations.
- Promotes facility programs at every possible opportunity.

Additional Responsibilities:

- Perform other duties as required.

Qualifications:

- Successful completion of an approved Nurse Practitioner, Physician Assistant, program.
- Two years of experience in a clinical setting.
- Bachelor's Degree (Master's preferred).
- Ability to assume responsibility and work with minimal supervision.
- Demonstrate the ability to work cooperatively and productively in a team environment with a diverse set of employees, patients and families with multiple disciplines in both clinic and administrative settings.
- Demonstrates desire to educate.

Typical Physical Demands:

- This position requires walking, standing, sitting, stooping, bending, stretching and occasional lifting and transfer of patients, boxes and equipment.

- An individual in this position may be exposed to communicable or other diseases common to a health setting, physical hazards (e.g. needle sticks etc.), chemical hazards.
- Requires hand-eye coordination, manual dexterity, hearing and sight sufficient to conduct physical examinations, operate a keyboard, office equipment and examination equipment.

Comments:

This description is intended to describe the essential job functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned and management retains the right to add or change the duties at any time.

Employee: _____ Date: _____