

**Ponca Tribe of Nebraska
Vacancy Announcement
(Open Until Filled)**

Position Title: Physician/Medical Director
Location: Omaha, NE
Salary: Grade 18 (\$109,734.00-\$142,654)
Department: Health
Supervisor: Health Systems Administrator
FLSA Status: Exempt
Classification: Full-time

Summary:

Incumbent to provide comprehensive clinical medical care (educative, preventive, curative, and rehabilitative) at a primary level in an outpatient setting; diagnosing diseases, treating illnesses, disorders, and injuries of the human body; rehabilitation; preventive medicine relating to general medicine and the provision of health service delivery through the Fred LeRoy Health and Wellness Center.

Responsibilities and Duties:

1. Follows standard medical procedures; interviews and examines patients; reviews past medical history; requests and/or performs diagnostic tests and examinations as necessary; prescribes and administers medication; makes preliminary diagnosis; directs, prescribes or provides treatment, or arranges for specialized care or patient referral as required
2. Serves as a preceptor for family nurse practitioners and/or physician's assistant programs or for medical interns
3. Assists with review of medical charts, establishing standards of care, review of procedure and process manuals.
4. Recommends clinical improvements in standards of care, medical referrals and support
5. Assists with the planning and implementation of Electronic Health Records.
6. Assists with various committees within the confines of the Fred LeRoy Health and Wellness Center
7. Establishes partnerships at all levels and across department and functional lines to achieve optimum results
8. Serves on the contract health services committee
9. Performs a wide range of tasks, responds to changes in direction and priorities and accepts challenges, responsibilities and assignments.
10. Takes the lead in getting the job done and accepts responsibility for actions, results and risks
11. Takes an action oriented approach and demonstrates a consistent focus on minimizing expenses while maximizing business results

12. Takes a well ordered approach to solving problems and using sound judgement in making decisions despite obstacles or resistance
13. Provides accurate, complete, timely, and legible documentation in medical records
14. Listens effectively, transmitting information accurately and understandably and actively seeks constructive feedback
15. Works closely with allied health professionals in the provision of broad health program services
16. Assists in coordinating conferences and staff meetings to keep clinical medical staff informed of new policies and program changes
17. Other duties as assigned

Relationships and Authority:

Medical Director will supervise the Family Nurse Practitioner and other medical staff in the FLH&WC. The Health Systems Administrator has supervisory authority with this position in relation to personnel issues.

Working Environment and Physical Demands:

The position is located within an outpatient medical clinical setting. Works throughout the clinic area. Sits, stands, bends, lifts, and moves intermittently during work hours. Is subject to emotionally upset patients, family members, personnel, and visitors.

Qualifications:

Graduate of an accredited school of Medicine.

Board certified and licensed by the Board of Examiners to practice medicine in the State of Nebraska.

Unrestricted Medical license with specialty in Family Medicine or Internal Medicine.

Possesses an unrestricted DEA licensure.

Current and successful completion of continued medical education and certificate/license renewal.

One year experience working with Native Americans or Native American organizations.

Computer proficiency with Word, Excel spreadsheets, PowerPoint, and Access database programs.

Must possess excellent written and oral communication skills.

Must have a valid driver's license and be insurable.

Must successfully pass drug and alcohol testing, motor vehicle, education, character, and criminal background checks.

Able and willing to travel.

Preference will be given to Ponca Tribe of Nebraska members or members of a federally recognized tribe. However, all qualified individuals are eligible.

The Ponca Tribe of Nebraska is an at-will employer.

Please submit letter of interest/resume or application by mail, fax, or email to:

**Ponca Tribe of Nebraska
Human Resource Department
1701 E Street
Lincoln, Nebraska 68508**

Fax: 402-438-9226

Email: mreeson@poncatrbe-ne.org

Great benefits include: Health, Dental, Vision, Life, Short-term Disability insurances, 401(k) with up to 7% match, paid vacation, sick leave, holidays and more!