



Spirit Lake Tribe
P.O. Box 359
Fort Totten, North Dakota 58335
karenj@spiritlakenation.com

Job Title:	Medical Officer	Open Date:	March 10, 2020
SLT Program:	Health Center	Close Date:	Until Filled

Position Objective: This position is responsible for providing comprehensive medical care to pediatric, adolescent, adult and geriatric patients of Spirit Lake Health Center (SLHC).

Major Duties & Responsibilities

- Responsible for the practice of medicine or direct service to patients involving the performance of diagnostic, preventative, or therapeutic services to patients.
- Interviews and examines patients, reviews past medical history and requests and/or performs diagnostic tests and examinations as necessary to make clinical diagnosis.
- Provides medical or surgical treatment and/or referral as appropriate.
- Prescribe or administer appropriate medical treatment, therapy, medication, and other specialized medical care
- Orders, performs, interprets, and evaluates diagnostic tests, records, reports, and examination information to identify and assess patient's clinical problems and health care needs.
- Collect, record, and maintain patient information, such as medical history, reports, and examinations results.
- Records physical findings, and formulates plan and prognosis, based on patient's condition.
- Monitor patients' conditions and progress, and reevaluate treatments as necessary.
- Explain procedures and discuss test results or prescribed treatments with patients.
- Refer patients to medical specialists or other practitioners when necessary.
- Gives total patient care including prevention, health maintenance, early diagnosis, treatment and follow-up services to patient(s).
- Assures preparation of appropriate medical records for all patients seen to assure the accumulation and organization of all pertinent clinical data to provide comprehensive medical care. Ensures accurate information is documented within the patient's electronic health record.
- Works closely with allied health professionals in the provision of broad health program services. Interviews and examines patients. Instructs and counsels patients.
- Actively participates in clinic quality improvement activities.
- Participate in meetings and represent SLHC as required.
- Utilization of EHR with accurate timely notes to ensure required documentation is entered for billing and referrals.
- Must comply with federal laws and regulations as required by the Health Insurance Portability and Accountability Act (HIPAA).

- Performs related duties.

Qualifications, Experience and education required:

- Must have a Doctor of Medicine or Doctor of Osteopathy degree from an accredited medical school and successful completion of post graduate training and an approved residency program.
- Must have a permanent, full, and unrestricted license to practice medicine in the State of North Dakota, or ability to obtain full or temporary license prior to start date. Full and unrestricted license must be obtained within one (1) year of hire.
- Must obtain and maintain medical staff clinical privileges, including any licensure requirements.
- Current BLS certification, ALS certification, and PALS certification.
- Must successfully pass a criminal and background check and a pre-employment drug screen.
- Knowledge and ability necessary to provide care appropriate to the age of patients served.
- Knowledge of the principle of growth and development over the life span.
- Knowledge of diagnostic, preventive, and therapeutic medical care.
- Knowledge of the scientific process including assessment, planning, implementation, and evaluation of complex and subtle patient needs and interventions.
- Knowledge of infection control standards and protocols.
- Knowledge of diversity and cultural difference of Native American populations, and the ability to appreciate cultural differences and their effect on healthcare delivery.
- Ability to identify, categorize, and perform clinical services to address each patient’s age-specific needs, i.e., infant, adolescent, or geriatric patients.
- Ability to work with personal computer and utilize a variety of software applications, including database and office software systems.
- Ability to communicate clearly and effectively, both orally and in writing, using tact and sensitivity.
- Ability to collect, organize, record, and proficiently communicate data relevant to primary health assessments.
- Skill in identifying factors that adversely impact health status and are not susceptible to treatment by accepted methods.
- Skilled in critical thinking, deductive reasoning and decision making.
- Skill in problem solving, mediating and resolving disputes.
- Skill in prioritizing and planning.
- Skill in interpersonal relations.
- Skill in use of personal computer and a variety of job-related software applications.

Job Role:	Outpatient	Company Industry:	Spirit Lake Tribe
Employment Status:	Full- time	Supervision	Clinical Director

Monthly Salary Range:	DOQ	Manages Others:	No
Number of Vacancies:	Two		
Please Send Application to:			
Name:	Spirit Lake Human Resource Department	Email:	ndemarce@spiritlakenation.com
Address:	P.O. Box 97	State	North Dakota
City:	Fort Totten, North Dakota	Zip/Postal Code:	58335
Phone:	701-381-0204 or 701-381-0361	Fax:	701-766-1272
Application Procedure	Complete application/Completed resume/Application materials must clearly explain how experience and education are related to minimum qualifications and job duties. Copy of Credentials /License/Copy of college transcripts/copy of valid driver's license/Names, addresses, phone numbers and permission to contact three references/If seeking Indian Preference a copy of Tribal Enrollment must be attached/ If seeking Veteran's preference must include Form DD214/Authorization signature will be required for background check and drug testing.		