



# Dilkon Medical Center

## Job Vacancy Announcement #DDH-22-51

Closing Date: 06/24/2022

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**POSITION TITLE: Family Practice Physician**

**DEPARTMENT: Medical Staff**

**Position Summary:**

Under general supervision of the Chief Medical Officer, the Family Practice Physician provides comprehensive medical care services to patients, primarily at Dilkon Medical Center (DMC). Uphold the principles of Winslow Indian Health Care Center's (WIHCC) Vision, Mission, and Value Statements. Maintains confidentiality of all privileged information at all times.

*This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.*

**Essential Duties & Responsibilities:**

- Maintains regular attendance and punctuality.
- Interviews and examines patients, reviews past medical history, and requests and/or performs diagnostic test and examinations necessary to obtain all information required to provide optimal care for patients.
- Diagnoses and treats patients of all ages with a wide range of medical problems ranging from routine preventive care to the more complex and difficult to identify and treat, including emergency care as necessary.
- Refers patients to outside specialty care as necessary and appropriate, while adhering to WIHCC Purchased Referred Care guidelines and medical priorities.
- Maintains privileges to provide inpatient care for WIHCC patients hospitalized at DMC and occasionally at the Little Colorado Medical Center (LCMC) in Winslow.
- Refers patients appropriately for admission to acute medical inpatient settings in other locations and for specialty care at tertiary medical centers when care cannot be adequately provided at DMC or LCMC.
- Takes regular 24 hour on-call rotation for admissions and medical coverage at DMC and/or LCMC as shared by WIHCC Medical Staff members.
- Coordinates and integrates information on all such admissions and assures provision of timely follow-up care as required.
- Documents medical care appropriately in electronic medical records in accordance with WIHCC/DMC policies and procedures, as well as regulatory requirements, and the requirements of accreditation bodies and third party payers.
- Participates in Medical Staff affairs and meeting, including meaningful participation in Performance Improvement and Peer Review activities.
- Requires completion of tasks or duties assigned by a supervisor.
- Upholds all principles of confidentiality and patient care to the fullest extent.
- Adheres to all professional and ethical behavior standards of the healthcare industry.
- Adheres to WIHCC's Personnel Policies and Procedures, departmental policies, rules, and regulations.
- Interacts in an honest, trustworthy and dependable manner with patients, employees, visitors, and vendors.
- Possesses cultural awareness and sensitivity.
- Maintains compliance with all Human Resources requirements.
- Performs other duties as assigned.

**Minimum Qualifications:**

Medical Degree, MD or DO required and completion of three years of family practice residency at an accredited institution, board certification or eligibility in Family Practice, and licensure as physician in the State of Arizona. Bilingual skills in English and Navajo language preferred. Must maintain a valid unrestricted and insurable driver's license. Must successfully pass a background investigation and maintain suitable requirements for a Child Care position. This position is considered as a Child Care position, which requires a satisfactory background check investigation and is subject to the requirements of the Indian Child Protection and Family Violence Prevention Act, as amended (henceforth referred as the ICPFVP Act).

### **Knowledge, Skills, Ability:**

- Knowledge and experience in general medical care, pediatric care, including providing inpatient medical and pediatric care and follow-up.
- Knowledge of legal and ethical standards for the delivery of medical care.
- Knowledge to work as a team member and develop productive and cooperative working relationships with health care providers within the facility as well as healthcare providers in hospitals and nursing homes, as well as private practitioners and law enforcement agencies throughout the community.
- Knowledge of applicable federal, state, county, and local laws, regulations, and requirements.
- Knowledge of, and sensitivity to, cultural and language differences.
- Knowledge of strong work ethics in the workplace.
- Knowledge of basic application of confidentiality.
- Knowledge of basic computer skills, e.g. Outlook, Word, Excel, PowerPoint.
- Ability to be dependable in attendance and job performance.
- Ability to meet attendance, overtime (if necessary), and other reliability requirements of the job.
- Ability to accept and learn from feedback.
- Ability to communicate effectively both verbally and in writing.
- Ability to provide exemplary customer service at all times.
- Ability to interact positively with others and possess great interpersonal skills.
- Ability to multitask and perform well under pressure.
- Ability to have self-confidence.
- Ability to be a great team player.
- Ability to accept and learn from supervisor/peer critique.
- Ability to be flexible and adaptable to the changing needs of the organization.

### **Physical Demands:**

While performing the duties of this job, the employee regularly is required to walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; climb or balance; and stoop, kneel, crouch, or crawl. The employee frequently is required to taste or smell. The employee must occasionally lift and/or move up to 50 pounds.

### **Work Environment:**

Work is performed in an office setting or outdoor work environment with a moderate noise level. Work environment may involve exposure to physical risks, such as blood borne pathogens and operating dangerous equipment or working with chemicals. Evening and/or weekend work may be required. Extended hours and irregular shifts may be required.

**As required by P.L. 93-638, absolute preference will be given to qualified Navajo applicants. If there is no qualified Navajo applicant, preference will be given to qualified American Indian applicants.**