Red Cliff Band of Lake Superior Chippewa Indians

88455 Pike Road
Bayfield, WI 54814
Phone: 715-779-3700 Fax: 715-779-3704
Email: redcliff@redcliff-nsn.gov

JOB DESCRIPTION

POSITION: Physician Assistant (PA-C) or Advanced Practice Nurse Prescriber (APNP)

LOCATION: Red Cliff Community Health Center

SALARY: Negotiable depending upon qualifications

SUPERVISOR(S): Medical Director

THIS IS A REGULAR FULL-TIME EXEMPT POSITION

JOB SUMMARY: The Nurse Practitioner or Physician Assistant is part of the Family Practice team within the Red Cliff Community Health Center. The Health Center provides ambulatory care to the Native American population on the reservation and Native and non-natives from the surrounding communities. The provider will work independently, with collaboration and direction from the Medical Director-Physician within a team-based model to provide patient- and family-centered medical care.

DUTIES AND RESPONSIBILITIES:
1. Systematically assesses, identifies and initiates therapeutic management of acute and chronic medical conditions in all age groups based on current accepted standards of care, taking into consideration a patient’s particular situational, family and cultural determinants.
2. Where appropriate, conducts diagnostic tests to discern the cause and nature of an illness, disease, disorder or injury.
3. Provides education to patients and families regarding acute and chronic health conditions.
4. Monitors patients’ condition and progress and re-evaluates treatments as necessary.
5. Uses physician consultation and refers clients with health problems which are beyond the scope of the provider’s practice.
6. Meets responsibilities of contracts agreed to by Red Cliff Community Health administration for care provided to Bayfield County and IHS organizations.
7. Adheres to a professional code of conduct in the discharge of duties.
8. Insures the confidentiality of all client-specific information and data as required by HIPAA laws.
9. Implements Quality Assurance measures in appropriate service areas.

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10. Attends meetings, in-services and events as specified by the immediate supervisor.

11. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or as deemed necessary by the supervisor.

**SUPERVISORY AUTHORITY:** None.

**KNOWLEDGE:**
1. Sound judgment and the capacity to respond to unusual circumstances and emergencies. Have the ability to work under stressful conditions.
2. Ability to deal constructively with emergencies and conflicts.
3. Excellent communication skills, written and oral.
4. Knowledge of and sensitivity for Ojibwa culture and traditions.
5. Good interpersonal skills and the ability to get along with diverse populations (clients, coworkers, professional staff, administration, and the public).

**QUALIFICATIONS:**
1. Experience in a primary care setting preferred.
2. Demonstrates successful completion of education at an accredited physician assistant or nurse practitioner program.
3. Holds an active, unrestricted medical license to practice in the state of Wisconsin.
4. Has certification by a national certifying body as approved by the appropriate governing Board.
5. Meet or exceed the minimum standards of character as prescribed by P.L. 101-630 and WI State Statutes s. 48.685 and s. 50.065 and as subsequently amended and applied to certain classes of Tribal employees.
6. Must have a valid driver’s license, vehicle and appropriate vehicle coverage and maintain driver’s eligibility as a condition of employment. Be eligible to be put on the tribe’s vehicle insurance policy.

**PERSONAL CONTACTS:** Daily contact with patients, visitors, other primary care providers, Tribal and Health Center Administration, and other Health Center and Early Childhood Center staff.

**PHYSICAL REQUIREMENTS:** The duties assigned to this position involve bending, stooping, lifting, and carrying. Items may be placed on overhead shelving.

**WORK ENVIRONMENT:** Providers will work closely with support staff in a shared, open office. The environment must be maintained as clean, non-smoking, well-ventilated work area in adherence to all safety regulations. Private homes and other facilities will not necessarily meet the criteria of the established safety regulations.

**TRAVEL REQUIREMENTS:** The ability to travel and attend meetings and trainings; overnight and out of town, both locally & nationally.

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**BEHAVIOR AND ATTITUDE:** The vision, goals and objectives of the Red Cliff Band of Lake Superior Chippewa requires that the employee performs in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any behavior or attitude that tarnishes the name or image of the Red Cliff Band of Lake Superior Chippewa will be subject to immediate disciplinary action up to and including termination.

Indian preference will be applied in the case of equally qualified applicants, but all qualified applicants will be considered.

This job description is subject to change at employer’s discretion, after consultation with the employee.

**APPLICATION SUBMITTAL REQUIREMENTS:** The following items are required for this position:
1. Completed Tribal Application, to include work history and references, available on the Tribal website.
2. Tribal Background Investigation Disclosure; available on the Tribal website.
3. Consent to Release Liability and Reference Information Form; available on the Tribal website.
4. Resume, required; cover letter, optional.
5. Post-secondary transcripts or certifications; if applicable.

**POSTING DATE:** July 7, 2022  
**DEADLINE:** Upon Until Filled

**FOR FURTHER INFORMATION CONTACT:**  
Red Cliff Band of Lake Superior Chippewa  
Human Resources Department  
88455 Pike Road  
Bayfield, WI 54814  
[www.redcliff-nsn.gov](http://www.redcliff-nsn.gov)  
[hr@redcliff-nsn.gov](mailto:hr@redcliff-nsn.gov)  
(715)779-3700

The Red Cliff Tribal Council has a Drug Free Work Place Policy and adheres to the intent of the Drug Free Work Place Act. All new hires are subject to a drug test prior to starting.

All applicants for employment with the Red Cliff Tribe will be subject to the background investigation and other requirements of RCCL Chapter 43, and are under a continuing obligation to supplement this application for employment with information concerning any convictions that occur after commencement of employment with the Tribe.

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