

**TUNICA-BILOXI TRIBE OF LOUISIANA
MEMORANDUM**

Job Announcement

DATE: **October 23, 2024**
FROM: **Human Resources Department**
RE: **Advanced Practice Provider**

The Human Resources Department is currently taking applications for a full-time Advanced Practice Provider. The attached position announcement must be posted seven (7) full days. **Applicants wishing to apply** should visit the Tunica-Biloxi website at www.tunicabioxi.org and click on ‘Government’ located on the top of the page, scroll down to Departments, then Human Resources. This position should be posted internally until, October 31, 2024 at 4.00 p.m.

Date and hour posted: _____ :_____ .m.

Date and hour removed: _____ :_____ .m.

Attachment: job ad



ADVANCED PRACTICE PROVIDER JOB DESCRIPTION

Job Title: Advanced Practice Provider	Department: Health
Reports to: Clinical Director	Employment Status: Part or Full Time
Classification: non-exempt	Salary Range: Depends on Experience
Supervisory Status: Supervisory	Revision Date: September 2024

Summary:

The Advanced Practice Provider works under the supervision of the Clinical Director. This position is responsible for all aspects of patient care, including diagnosis, treatment and consultations as allowed within the scope of the individual credential and certification status of the provider and clinical scope of work of the Health Department. The Advanced Practice Provider will serve in an ambulatory, outpatient environment and is responsible for participating in the development, execution and periodic review of the written policies governing the program services and activities prescribed within the Health Departments' scope of work.

Essential Duties and Responsibilities:

- Assists in the development and implementation of an ambulatory health care system as prescribed in the tribal health agreement to meet the health needs of the tribal community
- Develops and conduct health education classes and/or specialty clinics
- Engages with other health professionals to develop treatment protocols, standards of practice, and policies
- Participates in quality improvement activities, including audits, chart review, development of review criteria, and development of plans for improving performance, and evaluation of the effectiveness of actions to improve performance
- Reviews and critiques current research, offering recommendations to medical staff to adapt to current practices
- Conducts a health and developmental history from the patient and/or family member and performs a physical examination
- Orders, refers and/or performs screening, diagnostic tests, and procedures to provide direct physical and psychological care in emergencies and in the presence of illness or disability to maintain life
- Maintains patient records by documenting data, patient assessments and care plans
- Formulates and implements a care plan, prescribes medications to treat symptoms, and monitors medical regimens
- Coordinates clinical and preventive healthcare referrals, recommendations and treatments with department staff and partners

- Completes all other duties as assigned

Competencies:

- Ability to interpret medical technology and incorporate cutting edge technologies to improve healthcare
- An understanding of human anatomy and physiology
- Ability to analyze and evaluate evidence based, patient-centered care
- Knowledge of scientific fundamentals in practices for quality health care
- Advanced knowledge of a health care delivery system
- Working knowledge of public health principles, issues, and health care systems
- Ability to counsel and teach to promote understanding of preventive care and health maintenance.
- Knowledge of federal, state and local laws and regulations governing relevant advanced practitioner competencies, policies and medical principles
- Must be able to prioritize workflow on a daily basis
- Must be able to effectively communicate in written and spoken form with individuals of various education and diverse backgrounds

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

- An advanced degree in clinical care as an advanced practice provider, such as a Master's degree or doctorate in Nursing or a Physician Assistant degree
- Five (5) years of advanced practice experience in an urgent care, primary care or hospital setting
- Verifiable working knowledge of clinical standards and patient-centered care in medical services and administrative operations in a clinic setting

Certificates and Licenses:

- Must possess a valid advanced practice provider's license
- Any disciplinary findings, actions or judgements made against an applicant must be completed in good standing with the appropriate advisory board; written explanation and justification of any findings must be provided upon request, before hire can be made
- HIPAA certification required
- Current AED, CPR and/or BLS certification required
- Must possess a valid State Driver's License and be insurable to drive company vehicles
- Must successfully pass a criminal background check

Supervisory Responsibilities:

This job has supervisory responsibilities.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment is in an office setting with a noise level that is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This work requires walking, sitting, standing; reaching, and bending. Must be able to lift up to 5-10 lbs.

This is not an exhaustive list of all duties and responsibilities associated with it. The Tunica Biloxi Tribe of Louisiana reserves the right to amend and change responsibilities to meet business and organizational needs.

**PREFERENCE WILL BE GIVEN TO QUALIFIED NATIVE AMERICAN INDIANS.
Proof of tribal citizenship is required to be deemed preference eligible.**

REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:

- **Tribal employment application** that is complete and provides all information requested;
or
- **Cover letter** explaining your qualifications and experience relevant to the functions of this position; and
- **Personal resume** identifying your qualifications and experience relevant to the functions of this position.

NATIVE AMERICAN PREFERENCE

Qualified Native Americans will be given preference in employment as required by the Indian Self-Determination and Education Assistance Act (25 U.S. 450, ET. Seq) including other relevant laws. In accordance with Title VII of the 1984 Civil Rights Act, Sections 701(b) and 703(1), preference in filling all vacancies may be given to qualified American Indian candidates. In other than the proceeding situations, the Tunica-Biloxi Tribe is an Equal Opportunity Employer (EOE); Tribal and/or Indian preference applicable in accordance with Title XX of the Tribal Code of the Tunica-Biloxi Tribe of Louisiana.

SUBJECT TO TRIBAL DRUG FREE WORKPLACE TESTING POLICIES

To apply for this position, interested candidates must submit their completed application, or cover letter and resume to:

Tunica-Biloxi Tribe of Louisiana
Attn: Human Resources
150 Melacon Rd.
Marksville, La. 71351
or
HR@tunica.org