

INDIAN HEALTH CENTER OF SANTA CLARA VALLEY INC.



Business Office
1211 Meridian Avenue
San Jose, CA 95125
Phone (408) 445-3400

Medical and Dental
1333 Meridian Avenue
San Jose, CA 95125
Fax (408) 448-1727

Finance and WIC
1685 Westwood Dr. #1, #4
San Jose, CA 95125
www.indianhealthcenter.org

Wellness Center
602 East Santa Clara St.
San Jose, CA 95112

POSITION: INTERNAL MEDICINE PHYSICIAN

REPORTS TO: Medical Director

STATUS: The position is part-time, exempt. (3 days with possibility of full-time)

OPENING DATE: March 12, 2012

CLOSING DATE: Open Until Filled

BACKGROUND: The Indian Health Center is a nonprofit, community based organization that has been serving the American Indians, their families and other diverse cultural populations for more than twenty years. The Center offers Medicine, Dentistry, Community Health, substance abuse treatment, Counseling, a WIC program, a Medical Nutrition program, health education, outreach, and case management.

POSITION SUMMARY: *Provides primary care in a Family Practice setting. Ambulatory services only, no E.R., in-patient, or on-call required.*

DUTIES AND RESPONSIBILITIES:

- Provides primary care to adults, with an emphasis on healing maintenance and preventive care.
- Performs charting.
- Assists in conducting Quality Assurance reviews.
- Performs other duties that may be required to insure the effective operation of the clinic.
- Complies with the IHC's HIPPA and Privacy Policies.
- Assists in the IHC's chronic disease and health management programs.
- Provides family planning and women's health services- preferred.
- Provides care to 18 year olds and older.
- Plans, develops and implements a health education program for patients.
- Provides Chronic pain management if needed.
- Supervise FNP or Mid-level practitioners as needed.
- Performs other duties as assigned.

WORKING CONDITIONS:

Will be working in a fast paced non-profit community health clinic environment. Will need to be able to walk, stoop, bend, lift and carry up to 25 lbs. without aid. Will do extensive work on the computer and the telephone in communicating with staff, responding to inquiries, etc. Normal working hours will be from 8:00 am to 5:00 pm although hours may vary depending upon need. Will need to work independently and meet deadlines while also being an effective team member.

MINIMUM QUALIFICATIONS:

- Possession of Medical Doctor degree or D.O. degree.
- Board Certified or Board eligible in Internal Medicine.
- One year of clinical experience in a clinic environment.
- Possession of CA Medical License in good standing.
- Must be insurable for liability as a General Practitioner.
- Current knowledge and skills in adult primary care.

- Ability to maintain good working relationships with staff.
- A strong commitment to care for an underserved population.
- Experience in providing care for multi-cultural populations.
- Experience in working with diabetics and geriatric populations.
- Superlative customer service skills.
- Knowledge of and ability to relate to the American Indian community and other minority populations.
- Fluency in English/Spanish a plus.
- Possession of a current California driver's license and automobile insurance.

Preference is given to qualified American Indian/Alaskan Natives in accordance with the American Indian Preference Act (Title 25, US Code Sections 472, 473 and 473a). In other than as mentioned, the Indian Health Center is an Equal Opportunity Employer.

TO APPLY: Send resume and cover letter to:

Human Resource Department

Indian Health Center of Santa Clara Valley

1333 Meridian Avenue, San Jose, CA 95125

Phone: (408) 445-3400 ext. 222 Fax (408) 448-1041

Email: jobs@ihcscv.org