



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
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VACANCY ANNOUNCEMENT

POSTING NO: 072-22

OPENING DATE: 04/28/2022

CLOSING DATE: Open Until Filled

POSTED: IN/OUT

POSITION: Diabetes Podiatrist
PAY GRADE: L7 (\$83.87/hr. - \$129.99/hr.)
FLSA STATUS: Exempt
POSITION TYPE: Part Time
FUNDING SOURCE: Grant Funded
DEPARTMENT: Health Services
REPORTS TO: Diabetes Program Manager
BACKGROUND LEVEL: Child/Elder

JOB PURPOSE: Provide comprehensive podiatric exams that meet or exceed the standards set forth by the American Podiatric Medical Association (APMA) and the state of New Mexico. Refers urgent, acute, and chronic health conditions and problems in accordance with current guidelines, policies, procedures and protocols.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

JOB DUTIES:

- Provides comprehensive podiatric care to patients based on applicable practice standards and protocols, including diabetic foot care.
- Examines patients' legs and feet to diagnose diseases.
- Perform procedures as appropriate, based on privileges.
- Prescribes medications and treatments as appropriate, administers medications and injections as required.
- Refers patients for special types of diagnostic treatments or medical procedures and coordinates plans for treatments.
- Orders additional medical tests (like X-rays, ultrasounds and bone density tests) to form a better diagnosis if necessary.
- Formulates and/or implements a treatment plan to address deficits and patient/family areas of concern.

- Performs Wound Care management.
- Recommends and/or provides foot orthoses and other types of durable medical equipment that improved mobility and/or function.
- Advises patients on foot care and general wellness practices.
- Reviews pertinent aspects of patients' medical history when providing care.
- Provides education/consultation to patient, family, and health care team.
- Works closely with other allied health professionals and other members of the health center team.
- Documents accurate medical charting and records using electronic medical records system.
- Ensures documentation compliance with health programs and insurances.
- Maintains confidential information
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES: N/A

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- Doctor of Medicine Degree (MD or DO).
- New Mexico Medical License; Board certified or eligible in area of specialty.
- Federal and State DEA Certification.
- Five years progressive working experience as a physician preferred.
- CPR and AED Certified.
- Must be able to pass a TB screening.
- Must provide written copy of immunizations prior to employment.
- Must be able to pass background check for position.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Knowledge of applicable federal, state, county and local laws, regulations and requirements.
- Knowledge of OSHA guidelines for blood borne pathogens.
- Knowledge of legal and ethical standards for the delivery of medical care.
- Knowledge of community medical diagnostic and patient care services in area of medical expertise.
- Knowledge of related accreditation and certification requirements.
- Knowledge of current and emerging trends in technologies, techniques, issues and approaches in area of expertise.
- Knowledge of relevant drugs and non-pharmaceutical patient care aids and ability to prescribe dosages and instruct patients in correct usage.
- Knowledge of office functions, procedures and policies.
- Knowledge of sterilization procedures.
- Advanced working knowledge understanding of current principles, methods and procedure for delivery of medical care within designated area of medical sub-specialty.
- Skill in making effective decisions in emergency situations.
- Skill in operating various word-processing and database software programs.
- Skill in treating patients with tact, courtesy and respect.

- Ability to prescribe appropriate medical dosages, recognizes contraindications and side effects and instructs patients in correct usage.
- Ability to supervise, advise and train clinical professionals, students and health team members.
- Ability to observe, assess and record symptoms, reactions and progress.
- Ability to react quickly and make effective decisions in an emergency situation.
- Ability to maintain confidentiality.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to handle multiple tasks and meet deadlines.
- Ability to exercise independent judgement.

PHYSICAL DEMANDS:

- Stand or walk for up to 8 hours per day.
- Talk, hear sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Position requires frequent lifting of 25 lbs. and frequently assisting patients to transfer and/or ambulate.

WORK ENVIRONMENT:

- Work is generally performed in an interior/clinical setting with a moderate noise level.
- Employee may be exposed to unpleasant odors, bodily fluids, blood borne pathogens, hazardous material and infectious disease.
- Situations occur where surgical masks, safety goggles, gloves and protective face shields are needed.
- Frequent interaction with the public.
- Weekend, evening, and holiday hours

PREFERENCE:

Tribal and Native American Indian preference shall apply to all positions at Pueblo of Isleta.