



Skokomish Indian Tribe

Tribal Center (360) 426-4232

N. 80 Tribal Center Road

FAX (360) 877-5943

Skokomish Nation, WA 98584

JOB DESCRIPTION

POSITION TITLE: MEDICAL DIRECTOR

SUPERVISOR: HEALTH CLINIC DIRECTOR

SALARY: 5 days/week \$162,000-\$172,000 Annually DOQ
4 days/week \$120,000-\$130,000 Annually DOQ

NATURE OF WORK: Provides medical leadership in an ambulatory care setting while planning and directing all aspects of the medical policies and procedures and programs. Supervises medical staff to include peer review with professional staff. Performs professional medical services in a family practice setting while focusing on acute and chronic illness with emphasis on health promotion and illness prevention. Contributes to the development and implementation of the Skokomish Tribal Health Center's goals and objectives to deliver services that provide optimum patient care and ensure efficient use of resources.

REPRESENTATIVE JOB DUTIES:

1. Provides direct health care services within the scope of approved privileges to individuals of all ages, making referrals as appropriate
2. Conducts comprehensive medical assessments
3. Participates in preventive health services
4. Orders and interprets laboratory and other diagnostic testing
5. Provides diagnosis and appropriate therapeutic interventions
6. Maintains accurate records in the EHR/RPMS computer system
7. Complies with established standards of practice in family medicine
8. Participates in the development and implementation of Quality Assurance Program
9. Performs chart reviews and peer review activities and reporting
10. Directly supervises medical staff
11. Develops and implements medical policies and procedures as needed
12. Possess verbal and written communication skills
13. Stay current with requirements for record keeping, reporting and billing and coding

KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to observe, assess and record symptoms, reactions and progress of patients.
2. Knowledge of legal and ethical standards for the delivery of medical care.
3. Knowledge of relevant drugs and non-pharmaceutical patient care aids and ability to prescribe dosages and instruct patients in correct usage.
4. Ability to maintain quality, safety and/or infection control standards.
5. Knowledge of current principles, methods and procedures for the delivery of medical evaluation, diagnosis and treatment of patients.

6. Ability to supervise, advise and train other health care providers.
7. Ability to learn/Adapt to Tribal policies and ordinances.

MINIMUM QUALIFICATIONS:

1. Must be a graduate of an accredited school of medicine; completion of residency in Family Practice or related field.
2. Must possess a valid license to practice medicine in Washington State, Be board certified or eligible in Family Practice, CPR and ACLS required.
3. Must have, at least, three years' experience providing primary medical care. Experience as a Medical Director preferably in a Tribal health clinic; familiar with the scope of Practice and general knowledge of the regulator authority governing the Practice of Physician Assistants and Nurse Practitioners in the State of Washington.
4. Must be able to type and keep accurate records in electronic health records.

Behavior standards: Respectful, courteous, and friendly to customers, other tribal employees, and tribal leaders. A team player that helps the organization meet its objectives. Takes initiative to meet work objectives. Effective communications with customers and other tribal employees. Gets along with co-workers and managers. Positively represents the tribe maintaining the trust Skokomish residents have place in each of us. Demonstrates honesty and ethical behavior.

CONFIDENTIALITY: The employee will be required to sign a confidentiality agreement. Violation of this agreement can result in immediate dismissal.

DRUG-FREE WORKPLACE POLICY: The Skokomish Tribe is committed to providing a drug-free workplace for its employees, volunteers and the community it serves. By Skokomish Tribal policy, this position requires pre-employment drug testing.

PREFERENCE: The Skokomish Tribe's Indian Preference Policy applies to this position. First preference will be given to qualified, enrolled Skokomish tribal members. Second preference will be given to qualified Native American applicants who provide proof of enrollment in a federally recognized tribe. Applicants not entitled to, or who fail to claim Indian Preference, will receive consideration without regard to ethnic/national origin, marital status, sexual orientation, religion, disability status, or membership in the tribal organization.

This position is at will and does not create a contractual relationship between the tribe and the employee.

APPLICATION INSTRUCTIONS

1. Application filled in completely (Do not write see resume)
2. Cover letter identify why you feel you are qualified for this position
3. Current resume and three work related references

JOB DESCRIPTION APPROVAL:

Employee: _____ Date: _____

CEO: _____ Date: _____