Request for Qualifications (RFQ)

The Skokomish Indian Tribe is seeking a well qualified and experienced Registered Dietician to provide nutritional counseling and other activities for patients seen in our Primary Care Clinic. The work setting is in the Skokomish Health Department located in rural Mason County, Washington. Health Department staff provides a variety of integrated medical, dental, behavioral health, Indian Child Welfare and other supportive services.

We anticipate the need for 8-16 hours weekly with work being conducted primarily on-site, hourly rate $40-$45 per hour depending on qualifications.

REPRESENTATIVE RESPONSIBILITIES

1. Providing nutritional counseling for patients.
2. Conducting assessments and formulating nutritional plans.
3. Utilizing the Electronic Health Record (EHR) for all aspects of patient scheduling, care and documentation.

QUALIFICATIONS

1. Certified Washington State Registered Dietician license.
2. Minimum of two years of experience providing nutritional counseling and other services.
3. Minimum of two years of experience conducting nutritional assessment of clients, developing nutritional care plans with them and their families, consistent with cultural, social, and physiological requirements.
4. Experience providing consultation for professional and paraprofessional staff concerning diets and nutrition.
5. Experience working in an Indian Health Services clinic and/or serving Native American communities (preferred).
6. Experience utilizing an EHR.
7. Experience utilizing a team approach, whole person healthcare delivery systems.
8. Comprehensive understanding of healthcare confidentiality and privacy laws, rules, and requirements.
9. Ability to effectively communicate both in writing and orally (required).
10. Hold a current AHA accredited Health Care Provider Basic Life Support (BLS) certification or obtainable within first thirty days of contract execution.
CONTRACT
A Skokomish Goods and Services contract will be negotiated between the successful proposer and the Tribe. The initial performance period will be for one year.

PROPOSAL SUBMISSION INSTRUCTIONS
Submit a current resume along with a cover letter that details how you meet the Qualifications as listed above to:

Via Mail:          Denese LaClair          Via E-Mail:  dlaclair@skokomish.org
Health Director
100 N. Tribal Center Road
Skokomish Nation, WA 98584