JOB DESCRIPTION

POSITION TITLE: PHYSICIAN ASSISTANT

SUPERVISOR: MEDICAL DIRECTOR

SALARY: $141,044-$151,881 ANNUALLY DOE/DOQ 1 FTE

$10,000 Sign-on bonus to be paid out after Successfully passing the 90-day Probationary Period.

Successful candidate may be eligible for the National Health Service Corps (NHSC) Loan Repayment Program

NATURE OF WORK: Under general supervision of a Physician, provides mid-level medical care and services in a family practice environment with an emphasis on chronic disease management and prevention.

REPRESENTATIVE JOB DUTIES:
1. As a primary care provider provides professional medical screening, evaluation, diagnosis, and treatment of health problems to include children, adults, geriatrics, and women’s health.
2. Consults with other medical and clinical staff in coordinating health care services for patients.
3. Works in collaboration with and receives direction from the Medical Director.
4. Coordinates referral services to outside providers when appropriate.
5. Builds professional relationships with other practitioners and medical facilities to coordinate care of patients.
6. Accurately and thoroughly completes documentation of patient visits in the electronic health record within appropriate time frame.
7. Participates in ongoing safety and quality assurance oversight within the clinic setting.
8. Assists in the compilation of data and offers input to ensure safe working environment and provides input for standards of care.
9. Provides technical supervision to medical assistants as it relates to patient care.
10. Prescribes medications under the authority of supervising physician.
11. Maintain the privacy and confidentiality of all protected health information in accordance with the Division’s Policies and Procedures, and in compliance with state and federal regulations.
12. Maintains current licensure and certifications pertinent to position and practices within scope of licensure and seeks consultation with medical provider when appropriate.
13. Performs other duties as required by the supervisor and program demands.
SKILLS AND KNOWLEDGE REQUIRED FOR POSITION:
1. Ability to evaluate and treat patients with several diagnoses and medications.
2. Demonstrated ability in treating childhood illness, ability to assess/treat asthma, URI and similar.
3. Knowledge of vaccines, immunizations, and physical requirements (required).
4. Knowledge of chronic diseases including diabetes, HTN, CVD asthma and similar.
5. Hands on ability to evaluate and treat symptoms and disease processes presented in a family practice environment, competent in all areas of practice.
6. Assessment skills.
7. Strong ability to observe and obtain subjective data, make proper assessment, and develop care plans.
8. Ability to instruct patients using appropriate adult/child-learning models.
9. Excellent and accurate verbal communication with patients and other staff in person and via phone; time management and organizational skills.
10. Ability to prioritize several tasks concurrently and discern those which require immediate attention while remaining calm and professional, delegate appropriately.
11. Problem solving and decision-making, fact finding, researching, problem prioritizing, developing plan and evaluating effectiveness skills.
12. Strong written communication and documentation skills with legibility, accuracy, thoroughness of charting, note taking, requisitions and similar.
13. Ability to work with other providers, medical support staff, and front office staff in a professional and collaborative manner.
15. Maintains compliance with HIPAA and other applicable laws/regulations regarding protected health information.

MINIMUM QUALIFICATIONS:
1. Graduation from accredited program and three to five (3-5) years experience in primary care or family medicine (required). Previous experience in a tribal health care environment.
2. Washington State license as a Physician Assistant.
3. Certification as a Physician Assistant by the National Commission on Certification of Physician Assistants.
5. Able to work in a team environment.
6. Possess a valid First Aid/CPR Card and AED Defibrillator certification or ability to obtain certification within thirty (30) days after beginning employment.
7. Successfully complete a pre-employment drug screen test, and a complete background investigation, including relevant criminal history, prior to employment.
8. Candidate must have a valid driver’s license and be eligible for the Tribe’s automobile insurance.
9. Must be able to work in a team environment.
10. Strong organizational, communication and people skills.
11. The selected candidate must successfully complete a pre-employment drug screen test, and a complete background investigation, including relevant criminal history, prior to employment.

**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. Has a good relationship 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**

Application must be filled in completely (Do not write see resume). APPLICATIONS THAT ARE NOT COMPLETELY FILLED OUT and TURNED IN BEFORE CLOSING DATE WILL NOT BE CONSIDERED

NOTE: Resumes and Cover Letters are only accepted in support of the application

**JOB DESCRIPTION APPROVAL:**

CEO: ________________________________  Date: ________________

Employee: ________________________________  Date: ________________