



Skokomish Indian Tribe

Tribal Center (360) 426-4232

N. 80 Tribal Center Road

FAX (360) 877-5943

Skokomish Nation, WA 98584

JOB DESCRIPTION

POSITION: MEDICAL DIRECTOR AND PRIMARY CARE PHYSICIAN

SUPERVISOR: HEALTH DIRECTOR

SALARY: \$200,000 - \$230,000 ANNUALLY 1 FTE

Loan repayment up to \$100,000 for qualified individuals willing to meet the program eligibility commitments.

NATURE OF WORK: This position serves as the Skokomish Wellness Center Medical Director and primary care physician, delivering patient-centered, team-based primary care. The workload is estimated at 75% administrative and 25% patient care. The Wellness Center is located in a beautiful rural area in Washington State between the Skokomish River and Hood Canal. Our small service population enables healthcare providers to spend the time necessary for excellent care provision for every patient and carry light patient loads. Our clinics (primary care, dental, and behavioral health) are well-equipped and have the resources to provide quality patient care.

REPRESENTATIVE JOB DUTIES:

1. Serves as the Wellness Center Medical Director, responsible for ensuring compliance with all applicable tribal, Washington State, and federal laws, regulations, and guidelines.
2. Provides high quality, culturally informed patient care.
3. Provides direction and supervision for employed and contracted Wellness Center medical providers and staff, as directed by leadership.
4. Continuously demonstrates the ability to lead, train, and motivate staff to provide excellent and safe patient care in a team-based environment.
5. Provides clinical oversight and exercise authority over other medical providers as well as nursing and clinical support staff, including chart reviews for Wellness Center medical providers.
6. Functions as a resource and role model, including mentoring and coaching staff.
7. Promotes and supports a positive working relationship across the care team.
8. Attends and participates in necessary training and meetings.
9. Participates in Human Resources actions, including hiring, orientation, and performance reviews for Wellness Center medical staff.
10. Serves as clinical consultant and subject matter expert to the Health Director on relevant patient care and medical functions.
11. Develop and update Wellness Center standard operating procedures, clinical guidelines, and other applicable documents.
12. Promote continuous learning and evidence-based practice. Develops and leads quality assurance and improvement initiatives within the Wellness Center.
13. Designs and implements process strategies to improve and optimize patient experience and patient flow.
14. Serve as liaison to other tribal departments.

15. Provides necessary oversight and guidance for programs and grants such as the Special Diabetes Program for Indians (SDPI).
16. Assesses, monitors, and delivers population health management across the Skokomish Community for preventive services and chronic disease management.
17. Develops and leads health and medical outreach activities and participates in community service events as appropriate.
18. Serves as Wellness Center's Laboratory Director and Washington State Immunization Program supervisor.
19. Represents the Wellness Center in engagements with local, state, and federal agencies and community partners.
20. Other duties as mutually agreed.

EDUCATION/LICENSE/EXPERIENCE:

1. License: Current Physician (MD) licensed to practice medicine in Washington State that is free of any enforcement actions. Current DEA Registration.
2. Experience: Board certified MD or DO with preferred minimum three years of primary care experience. Family Medicine board certification preferred. Experience, ability, and/or willingness to provide medication-assisted treatment (MAT) for substance use disorders is required.
3. Candidate must have a valid driver's license and be eligible for the Tribe's automobile insurance.
4. Must be able to work in a team environment.
5. Strong organizational, communication and interpersonal skills preferred.
6. The selected candidate must successfully complete a pre-employment drug screen test, and a complete background investigation, including relevant criminal history, prior to employment.

REQUIRED KNOWLEDGE/ABILITIES: To perform this job successfully, an individual must be able to perform the essential duties. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodation may be made to enable individuals with disabilities to perform their essential duties.

1. Comprehensive understanding of regulatory tribal, Washington State, and federal laws, regulations and guidelines pertaining to healthcare delivery.
2. Ability to provide high-quality primary care in a rural clinic setting.
3. Knowledge of the policies and procedures of a primary care clinic sufficient to lead its operations and to provide patient-centered, team-based care.
4. Knowledge of computer programs and applications necessary for health care delivery and administrative duties.
5. Ability to manage change and direct the problem-solving process within the Wellness Center.
6. Must demonstrate the ability to interact tactfully and positively with co-workers, patients, leadership, and the public.
7. Experience working in an Electronic Health Record, Greenway preferred.
8. Ability to respond to common inquiries from co-workers, management, and the public.
9. Ability to interpret a variety of technical instructions.
10. Knowledge of population health management strategies and public health principles.
11. Understanding of emergency preparedness and disaster response principles.
12. Knowledge of infection control, occupational health, and patient safety measures.
13. Excellent written and oral communication skills.
14. Experience with Indian Health Service and working in a tribal setting is preferred.

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

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: _____