MAKAH TRIBE
POSITION DESCRIPTION

JOB TITLE: Medical Provider (FAMILY PRACTICE)

EXEMPT: Yes
TARGET SALARY: DOQ
PROGRAM: Clinic
REPORTS TO: Clinical Director

JOB CODE: N/A
SHIFT: Flex
LOCATION: STIHC

SUMMARY: This position is located at the Sophie Trettevick Indian Health Center (STIHC), Neah Bay, Washington. The primary purpose of this position is to serve as staff medical provider. Responsible for providing medical care and for support to the operation and management of the Ambulatory Health Care Program.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

PATIENT CARE:
Provide comprehensive outpatient health care to eligible American Indians, and Alaska Natives and eligible beneficiaries to include:

Provides professional medical screening, evaluations, diagnosis, and treatment of routine or chronic illnesses in an outpatient clinic. This also includes treatment of general psychiatric problems, outpatient surgical conditions, and emergencies in men, women and children.

Orders appropriate diagnostic evaluations in order to make a sound decision regarding treatment for the patient. Thinks through differential diagnosis determining an accurate diagnosis and plan for treatment.

Sensitive to the patient's comfort during the exam or procedure. Performs examinations or procedures quickly and efficiently while keeping the patient informed.

REFERRAL AND CONSULTATION:
Make determination of patient medical needs which are beyond the limits of the health center and/or beyond the scope of the physician's expertise. Coordinates referral services with other practitioners and/or medical facilities outside of the STIHC when needs arise. Consult with appropriate health center staff to meet patient needs within Contract Health Service resource limitations.

Provides medical guidance and instruction to mid-level practitioners and other designated Tribal Health Programs.

Adequately addresses issues related to health maintenance, disease prevention, and health education in addition to acute and chronic illness management.

EDUCATION and/or EXPERIENCE
Doctoral degree (Ph. D.) or Advanced Registered Nurse Practitioner

Five (5) year's experience practicing as a Medical Provider preferred.

CONTINUING EDUCATION:
Improve the quality and scope of patient services rendered by general and specific continuing education, including reading of the current professional literature, attendance at local educational programs and longer periods of full time training targeting specific needs of patient care.

LANGUAGE SKILLS
Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, patients.

MATHEMATICAL SKILLS
Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, and patients.
Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY
Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS
Must have a valid Washington state Drivers license and insurable. A certified copy of an individual's driving records for the past three years of operation, obtained from the Department of Motor Vehicles in the state in which the driver's license is issued will be conduct upon hire.

This position is classified as sensitive Tribal position; therefore, applicant must authorize a background investigation in order to be considered for an interview.

Must possess an unrestricted license to practice medicine and either have a Washington license or be willing and able to obtain one within 6 months from hire date.

Must have ACLS and PALS certification or the ability to obtain within 90-days from date of hire for continued employment.

OTHER SKILLS AND ABILITIES

Knowledge of theories, principles, and application as necessary to develop and implement a full service medical care program for the health center.

Knowledge of professional medical care principles, practices, and procedures required to assess the needs of a wide range of patients in the community.

Knowledge of teaching principles necessary to carry out a patient health education program.

Knowledge of Management Information System including Electronic Health Records application to clinical care.

Knowledge of local communities' health care needs mental, emotional, cultural, and physical factors and the ability to assess these issues.

Knowledge and skill to respond to emergency/urgent care situations.

Knowledge of HIPAA is required as use of patient record is an integral part of the position and privacy of individuals must be protected to the fullest.

Board certification preferred.

Must submit to and clear a pre-employment alcohol and drug test and random testing, in accordance with the Drug and Alcohol-Free Workplace Act of 2002.

SPECIAL REQUIREMENTS

Immunization Requirements: Must be immunized against measles and rubella, or provide documentation/proof of immunity prior to employment. Employees are required to provide proof of other immunizations as recommended for healthcare workers by the Centers for Disease Control and Prevention, or of immunity to these diseases.

All employees shall have tuberculin (TB) test upon employment and annually thereafter, or have a follow-up plan approved by employee health if there is a positive test. If employee is known to have a positive TB test prior to entrance on duty, no TB testing will be carried out; instead the employee shall see a physician to establish an individualized program to assure the absence of active TB in the employee, shall complete and annually system questionnaire, and must report any relevant symptoms promptly.

Special Consideration: if you are allergic to any component of the vaccine or have documented history of severe reaction to vaccine or are currently pregnant you may not have to be immunized, however, you are required to provide documentation/proof, in order to be considered for employment

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work in the ambulatory health care setting requires considerable walking between examination and treatments rooms, bending and lifting of patients in and out of wheel chairs and on/off carriers often exceeds 50 pounds and some travel to CME training.

Scheduled on-call after clinic hours and weekends is required.. Ability to cope with constant changes in stress laden environment.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work is performed in an ambulatory health care setting requires the ability to cope with constant changes in a stress related environment. There is common exposure to contagious and infectious diseases. Hepatitis B vaccine is recommended and offered at no cost. The work may include a certain amount of exposure to hostile and emotionally disturbed patients, families, and visitors.

ACKNOWLEDGEMENT

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this position

description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

APPLICATION PROCESS:
Submit a Tribal Application for this position with supporting documentation to:

Makah Tribal Council
Human Resources
P.O. Box 115
71 Makah Bay Drive
Neah Bay, WA 98357
Fax: (360) 645-3123
E-mail: Tabitha.herda@makah.com

OPEN: November 16, 2016
CLOSE: December 16, 2016

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

PLEASE NOTE: If requirements are not met, i.e., submission of a resume in lieu of a Tribal application, or not including required certification, your application will not be reviewed and will be disqualified.

The Makah Tribal Council is an Equal Opportunity Employer and actively encourages applications from all persons regardless of race, color, religion, sex, age, national origin, marital status or ancestry, sexual orientation or sensory, mental, physical, or other non-disqualifying disability. Indian Preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, Sections 472 and 473.