

**MAKAH TRIBE  
POSITION DESCRIPTION**

**JOB TITLE: Naturopathic Medical Provider**

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EXEMPT: Yes  
TARGET SALARY: \$50.00/DOQ  
PROGRAM: Clinic  
REPORTS TO: Clinical Director

JOB CODE: N/A  
SHIFT: Flex M-F 8 – 5 PM  
LOCATION: STIHC-Wellness

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**SUMMARY:** This position is located at the Sophie Trettevick Indian Health Center's Wellness Center and primary care clinic. The primary purpose of this position is to provide holistic primary care with an emphasis on preventing disease and optimizing wellness to eligible American Indians, Alaska Natives and other eligible patients.

**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 naturopathic primary care services, both independently and in cooperation with the STIHC's other medical and allied health providers.

Provides patients with counseling and education regarding health maintenance, disease prevention, diagnosis, treatment, and need for follow-up as appropriate during each patient visit. Verifies that the patient understands diagnosis, treatment and follow-up recommendations.

Is attentive to preventive care, including appropriate screenings according to risk, age, and national recommendations.

Orders appropriate diagnostic evaluations as needed in order to make a sound decision regarding treatment for each patient. Assesses differential diagnosis to prepare an accurate diagnosis and treatment plan.

Is sensitive to the patient's comfort during the exam or procedure. Performs examinations or procedures efficiently while keeping the patient informed.

Works with all other medical & allied health providers to discuss treatment plans and case management.

Honors and respects allopathic treatment plans prescribed by the other STIHC providers.

Shares naturopathic medical perspective, as part of a collegial team.

Refers to and consults with outside specialists as appropriate for individual patients' care.

Complete documentation in an accurate and timely manner.

Assist with meeting productivity and quality of care standards, including participating in quality improvement efforts.

Participate in in-house trainings, care coordination meetings, and other meetings, and collaborative activities.

Helps develop, lead, and/or participate in community health promotion activities as requested.

Maintains good attendance, is punctual and works full scheduled days.  
Demonstrates respectful, professional and appropriate behavior that supports a team oriented work environment.

Works with the Integrative Health Director and Clinical Director to resolve any treatment conflicts that may arise.

Takes scheduled urgent care and on-call shifts at the direction of the Clinical Director.

**REFERRAL AND CONSULTATION:**

Make determination of patient medical needs that are beyond the limits of the STIHC and/or beyond the scope of the Naturopathic Provider's expertise.  
Coordinates referral services with other practitioners and/or medical facilities when the need arises.

Consults with appropriate STIHC staff to meet patient needs within purchased/referred care resource limitations.

**EDUCATION and/or EXPERIENCE**

Must have completed a Doctor of Naturopathic Medicine degree from an accredited University or School in the United States. Or a ME/DO with completed residency in Integrative Medicine.

**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.

### **REASONING ABILITY**

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.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Must possess a Washington State license to practice as an Naturopathic Doctor or if out of state be willing and eligible to obtain a WA State license within 90 days of hire date.

Board certification, with a minimum of three years on Service Unit active medical staff.

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.

### **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.

Must have knowledge and understanding of Health Insurance Portability and Accountability Act (HIPAA). Use of patient records is an integral part of the position and privacy of individuals files must be protected to the fullest as required by law. Must be willing and able to complete STIHC provided HIPAA training within 30 days of hire and maintain such training as required for continued employment.

### **PHYSICAL DEMANDS**

Work requires constant walking, bending, long periods of standing, occasional lifting of patients and some travel to CME training. Scheduled on-call after clinic hours and weekends is required.

### **WORK ENVIRONMENT**

Work is in an Ambulatory Health Care setting which requires the ability to cope with constant changes in a stress related environment. There is common exposure to contagious and emotionally disturbed patients, families, and visitors.

### **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

## **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: [katherine.thompson@makah.com](mailto:katherine.thompson@makah.com)**

**OPEN: January 28, 2019  
CLOSE: February 27, 2019**

**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.