

**MAKAH TRIBE
POSITION DESCRIPTION**

JOB TITLE: Chief Medical Officer

EXEMPT: No	JOB CODE: NA
TARGET SALARY: DOQ	SHIFT: M-F 8-5 Flex
PROGRAM: STIHC	LOCATION: Clinic
REPORTS TO: Chief Executive Officer	

SUMMARY:

The Sophie Trettevick Indian Health Center (STIHC) of the Makah Tribe, located in Neah Bay, Washington provides comprehensive health services to eligible Tribal and community members. STIHC has a staff of approximately 75 clinic employees (as well as a variety of other contractual, temporary, part-time, and volunteer staff) involved in the direct provision of ambulatory and field health care services and in the administration of purchased and referred care for inpatient and other health services not provided directly.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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.

The Chief Medical Officer (CMO) provides expert medical leadership to STIHC personnel. The CMO demonstrates the respect and humility necessary to create and sustain a patient-centered, recovery focused treatment environment that is supportive of patients and medical staff. The CMO directs and demonstrates appropriate and relevant strategies to establish, develop, and implement the overall plans, goals, and objectives to partner and support the team and understands our impact within the community we serve to deliver safe, quality patient care.

The CMO will supervise, lead, train and support the staff, provide direction, expertise, and guidance on complex issues, and work closely with the executive leadership team and other multidisciplinary teams of providers, nurses, pharmacists, dentists, and other clinical staff to champion their own success. The CMO ensures hospital compliance with all federal and state laws and regulations and agency policies.

Serve as a Provider, following all requirements of the Provider job description. Due to the extra administrative duties of the CMO, the patient load is lower than that of other Providers.

SUPERVISORY RESPONSIBILITIES

Supervises direct reports. Carries out supervisory responsibilities in accordance with the organization's policies and procedures and applicable laws. Responsibilities include writing job descriptions, interviewing, and training employees; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.

EDUCATION and/or EXPERIENCE:

Board Certified Physician in good standing with a minimum of five to ten years of experience providing medical direction and supervision of teams.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, or regulatory agencies, in a respectful manner. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/ or boards of directors.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Have an ability compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Have an ability to interpret an extensive variety of technical instructions and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATION

Must have a valid Washington State Driver's license and insurable. May be required to drive a Tribal GSA vehicle to perform job duties. If so, a driving history/background check will be conducted on the applicant.

This position is classified as a sensitive Tribal Position. Therefore, applicant must submit to and clear a pre-employment criminal background check.

OTHER SKILLS AND ABILITIES

Must have the ability to do strategic planning, implement/evaluate programs, policies and priorities associated with the delivery of quality health care.

Must have a comprehensive knowledge of requirements and standards, fiscal management system, applicable federal legislation, quality improvement practices, and effective use of resources.

Must have skill in use of computer systems as a source for data collection and display necessary to enhance health system management. Must be familiar with the use of EHR.

Knowledge of how to establish and maintain effective cooperative professional working relationships with staff, patient community, tribal leaders, and other agencies.

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.

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. While performing the duties of this job, the employee is occasionally required to stand, walk, and sit.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Most of the work is performed in an office setting. Some work may be performed in community settings. Incumbent must have a valid state driver's license to travel for tribal business.

SPECIAL REQUIREMENTS

Immunization Requirements: Must be fully immunized against measles, and rubella. Must provide official documented proof of vaccination 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

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, Building 71
Neah Bay, WA 98357**

E-mail: hr@makah.com (PLEASE NOTE NEW EMAIL ADDRESS)

Fax: (360) 645-3123

OPEN: September 18, 2024

CLOSE: OPEN UNTIL FILLED

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.