

## **Sauk-Suiattle Indian Tribe Job Description**

**Job Title:** Doctor  
**Department:** Health & Social Services, Clinic  
**Reports To:** Health & Social Services Director  
**Status:** Exempt  
**Approved By:** Ronda Metcalf, General Manager  
**Approved Date:** June 3, 2015

**PURPOSE:** The Sauk-Suiattle Indian Tribe Developed this Department to safeguard the Traditional healing practices of the community members and incorporate them into the standards of Holistic Care.

**SUMMARY:** These duties include serving as a direct provider of health care services; providing quality, compassionate and culturally sensitive care for medical patients of Sauk-Suiattle Tribal Health Clinic in accordance with national medical standards of care. Routine duties shall include providing health care related services to individuals eligible for services provided by Sauk-Suiattle Tribal Health Clinic –in homes, schools, clinics, alternate job sites and other community locations within the Sauk-Suiattle Indian Tribe’s service areas. The doctor will provide direction and guidance to the Sauk-Suiattle Indian Tribe in the operation of the Medical Clinic.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

1. Provide quality, compassionate, and culturally sensitive health care services to qualified Native Americans in the Sauk-Suiattle Indian Tribes’ service area.
2. Provide a full range of outpatient services; including examination, diagnosis and treatment of both chronic and acute episodic illness and minor injuries; write prescriptions and perform office procedures within the scope of expertise, protocols and available equipment.
3. Administer or order diagnostic procedures, such as x-rays, electrocardiograms, and blood work; interpret test results. Follow up with patients on any tests completed in the clinic or through referrals to outside agencies.
4. Develop and implement patient care plans; instruct and counsel patients on health care needs and goals; record patient progress.
5. Provide general health education regarding matters such as proper diet, family planning, health concerns, healthy lifestyles, and health maintenance.
6. Responsible for supervision of Medical Department Staff; including setting performance criteria and monitoring the day to day performance of the Medical Department Staff.
7. Ensure that all health care staff under the supervision of the Medical Clinic Director are appropriately meeting patient needs and providing quality, compassionate and culturally sensitive health care services; which includes verifying that all health care providers develop and implement patient care plans; instruct and counsel patients on health care needs and goals; and record patient progress.
8. Responsible for adequately addressing in a timely manner all patient care concerns, issues, and obstacles that may arise; including those reported under established patient complaint procedures; may delegate as appropriate.

9. Develop, coordinate, promulgate and enforce Medical Clinic and Tribal policies. Educate staff on rationale and need for adherence to policies including Quality Improvement Program and HIPAA regulations.
10. Advise Director of Health and Social Services, General Manager, Health Advisory Committee and Tribal Council on clinic matters; including decisions, program planning and policies affecting the health care of patients; may delegate as appropriate.
11. Increase third party revenue through patient contacts, documentation, program planning and management.
12. Recommend and administer all Medical Department budgets; including grant funded programs.
13. Collaborate with other Sauk-Suiattle's Health and Social Services programs to identify patient needs and develop or adjust program services to meet those needs when possible.
14. Participate in the organizational effort for obtaining and maintaining medical/clinic Accreditation with all associated requirements.
15. Serve as active member of the Health Committee and/or other committees as needed or directed; may delegate when appropriate.
16. Serve as coordinator for the Diabetes, Optometry, Podiatry and Transcription contracts/grants; delegate when appropriate.
17. Participate in the planning process for future health facility needs and/or staffing requirements.
18. Increase resident and medical student opportunities by serving as a site coordinator for medical residency programs.
19. Other duties as assigned.

#### **SUPERVISORY CONTROLS OR RESPONSIBILITIES:**

Work is performed under the general direction of the Health and Social Services Department. This position requires consistent, sound judgment and the ability to work independently with minimal supervision. The Medical Clinic Director performs duties following established medical and Tribal protocols. The incumbent works independently and exercises judgment based on training, protocol and licensing limitations. Employee exercises initiative in researching answers and solving problems based upon previous training, experience and instructions. Unusual, new, or complex assignments that require deviation from past experience or precedents are discussed with supervisor.

#### **QUALIFICATIONS/SKILLS/KNOWLEDGE**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the management knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Possess current Washington State Licensure as a Medical Doctor.
- Must have ability to complete documentation and required follow-up.
- Skill and ability to operate computer and use various computer software.
- Knowledge of and the ability to interpret accreditation standards.

- Ability to coordinate out-patient clinical activities with other Tribal services. Ability to successfully, coach, mentor, train, subordinates to reach an obtain a high quality of performance and gain improvement in jobs for success.
- Knowledge of medical clinic policies and protocol; ability to coordinate clinic activities; work well under pressure and demands for time.
- Knowledge of sanitation, nutrition, epidemiology and communicable disease control.
- Knowledge of health care provider operating techniques and protocols.
- Knowledge of immunization recommendation and protocols.
- Ability to identify medical priorities for patient care in face to face encounters and through telephone triage.
- Ability to prepare and administer medication and immunizations.
- Ability to effectively work with the public, co-workers, and supervisors, which includes communicating effectively both verbally and in written form.
- Ability to maintain strict confidentiality of medical records and adhere to the standards for health record-keeping, HIPAA and Privacy Act requirements.

### **QUALIFICATIONS, EDUCATION AND/OR EXPERIENCE**

- Current State License as a Medical Doctor, REQUIRED. *Attach a copy of Licensure with application is required.*
- Advanced Cardiovascular Life Support certification, REQUIRED. *Attach a copy of certification with application is required*
- Three years experience working in a clinic setting, REQUIRED.
- Previous supervisory experience, Recommended.
- Must submit to and clear an Alcohol/Drug Screen testing as per Policy is required.
- Must submit to and clear a Criminal Background check; as per Indian Child Welfare Act and Indian Health Services suitability for employment guidelines. Indian Preference will/may apply, as per policy. *Must submit documentation with application to qualify for Indian Preference.*

#### **Preferred Qualifications:**

Flexible work schedule is strongly preferred.

### **PHYSICAL DEMANDS/WORK ENVIRONMENT**

The physical demands and work environment 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 regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is occasionally required to stand and walk. The

employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, peripheral vision and ability to adjust focus.

The noise level in the work environment is usually moderate.

## **ACKNOWLEDGEMENT**

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

**Culturally Sensitive:** This Employee must be culturally sensitive to the customs, traditions, practices, and sovereign status of the Sauk-Suiattle Indian Tribe.

## **NATIVE AMERICAN AND VETERANS PREFERENCE APPLIES**

For more information and job application go to [www.sauk-suiattle.com](http://www.sauk-suiattle.com), or contact Human Resources at 360-436-0131, ext. 208 fax application to 360-436-1511 mail applications to 5318 Chief Brown Lane, Darrington, WA. 98241. HR office hours are Monday thru Friday from 8:30am to 4:30pm.