



**Quileute Tribal Council**

• QUILEUTE INDIAN TRIBE •

**Human Resources Department**

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# Quileute Tribe Job Description

**Primary Care Provider**

Position: **PRIMARY CARE PROVIDER**  
Supervisor: Clinic Director  
Location: Tribal Health Clinic  
Work Info:  
Salary: DOQ/E (\$57.56 – 95.94; hourly wage)  
Closes: (01/10/2020 – 01/24/2020)

The Quileute Tribe is seeking a certified Physician Assistant or Advanced Registered Nurse Practitioner to provide quality comprehensive primary, walk-in and urgent care to tribal members and other American Indians in the Clallam County service area. Provider will make independent clinical decisions with consultation from a collaborative physician as needed, participates in the development of health programs based on the needs of the community, promotes care that is holistic and integrated with behavioral and other specialty services, provides patient education in an individual and group setting. Actively participates in the Road to Wellness initiative and other community events.

**POSITION SUMMARY:**

Serves as the lead for the clinic to include supervision of Nurse, MA, itinerant staff and specialty care providers. Provides quality comprehensive primary and urgent care, focuses on management of patients with chronic care needs and assures proper management of patients referred out to specialty providers so services are provided in a timely manner that creates positive patient outcomes. Responsible for overseeing the EMR system and assuring staff are trained, and data is consistent and can be used to provide meaningful reports that allow for effective management of patients. Works with the health director and other staff on budget development, policy development and implementation, oversees quality assurance and improvement initiatives, investigates patient concerns in a timely manner and promotes a clinic environment that is conducive to creating good patient experiences.

**ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:**

- Serves as the lead for the clinic and provides supervision over clinic, itinerant and specialty care contractors. To include performance evaluations, timecard and leave approval, personal services contract annual assessments, negotiations and renewal, and other administrative responsibilities as required.
- Assesses, diagnoses, and treats minor illnesses and provides preventative care for adults and children.
- Manages chronic health problems through coordination with collaborative physician, specialty care doctors and assures patients are tracked and monitored for continuity of care through effective case management.
- Provides emergency care and stabilization for trauma patients until they can be transported to a higher level of care.
- CLIA waived laboratory tests and interprets laboratory test results.
- Collaborates with other members of the health care team on patient care standards, quality measures, and delegates tasks that aligns with continuous quality improvement efforts.

- Provides health examinations, education and promotion in a culturally appropriate manner that is aligned with the principals of holistic care.
- Oversees EMR platform transition and assures staff are trained and system is in place before implementation. Will be responsible for working with super-user on system maintenance, data integrity, consistent reporting for efficient and effective patient panel management, assessment of patient care themes and patterns that need to be addressed and following up with programmatic changes to align with positive patient outcomes.
- Utilizes best practice models when addressing issues and concerns and collaborates with other team members or agencies to incorporate or develop models that are appropriate for the service population.
- Works with closely with billing staff to assure maximization of third-party revenue and participates in meetings that may impact the Tribe's ability to bill for services as needed.
- Promotes and role-models positive customer relations in dealing with patients, visitors, community members and employees.
- Assures staffing level is appropriate and aligned to meet patient volume and continuously seeks ways to manage clinic staff to meet the community's needs.
- Attends workshops, meetings and trainings periodically to enhance job performance and knowledge.
- Upholds, implements, and adheres to Quileute Tribal Policies, Laws, and Regulations as approved by the Quileute Tribal Council,
- Prepares and submits to the Health Director as needed.
- Other duties as assigned.

### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR THE POSITION:**

- Ability to perform medical examinations using standard medical procedures.
- Knowledge of medical care and treatment for ill or injured patients of all ages.
- Ability to evaluate patients and establish a diagnosis followed by the appropriate treatment.
- Knowledge of patient care charting, patient histories, clinical operations and procedures and primary care principles and practices.
- Ability to observe and correctly record symptoms, reactions and patient progress.
- Knowledge of frequently used and special drugs including dosage, administration and responding to adverse side effects.
- Ability to clearly communicate medical information to other providers and the community.
- Ability to educate patients, families, as groups to the nature of disease and disease management.
- Knowledge of emerging trends in technologies, techniques, and approaches in the health care industry.
- Ability to maintain quality, safety and infection control standards aligned with OSHA compliance.
- Ability to self-manage assigned patient caseload, including organizing, prioritizing, and scheduling appointments, services and work assignments.
- Ability to make administrative and procedural decisions in a timely manner.

- Ability to react calmly and effectively when faced with an emergency situation.
- Ability to maintain a high level of confidentiality.
- Strong computer skills necessary to meet the requirements of the position.
- Ability to communicate concisely and effectively both orally and in writing.
- Ability to follow oral and written instructions and to plan assign, supervise and evaluate the work of others.
- Ability to establish and maintain an effective working relationship with the Quileute Tribal Council, Tribal members, staff volunteers, customers and various levels of tribal government associates in a culturally sensitive manner.
- Comprehensive knowledge of principles and practices of team building to create team environment that fosters partnership, innovation and continuous process improvement.
- Ability to foster and increase staff educational and learning that will enhance professional development.
- Ability to be detailed oriented and accurate.
- Ability to maintain organization in a rapidly changing environment.
- Demonstrates respect for and awareness of Quileute customs, traditions and historical background.

**SUPERVISION EXERCISED:**

Yes.

**EDUCATION / EXPERIENCE REQUIREMENTS:**

- Certified Physician Assistant (PA-C) or Advanced Registered Nurse Practitioner (ARNP).
- Three (3) to five (5) years of experience or an equivalent combination of relevant education and/or experience in field.
- Must obtain CPR/First Aid and keep current

The statements contained herein reflect general details as necessary to describe the principle functions of this job, the level of knowledge and skills typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or balance the workload. Individual must have good work ethics and daily attendance is a must.

**GENERAL INFORMATION:**

The statements contained herein reflect the general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or balance the workload.

**Special Requirements:** Must have and retain a valid Washington State Driver's License ~ please provide a copy with job application. Must pass a criminal background check, drug and alcohol screening and reference check.

**Indian preference will apply.** If applicants meet the minimum qualifications and otherwise have equal qualifications, preference will be given first to a Quileute Indian applicant and then to other Native Americans and Alaska Natives. There will be no discrimination in selection because of race, color, creed, age, sex, national origin, handicap, marital status, politics, or membership/non-membership in an employee organization, or other factors under applicable law.

**HOW TO APPLY:** Please submit a resume, cover letter, driver's license and the Quileute Tribe Application to the address listed below. Incomplete applications will not be considered.

Applications can be obtained at [www.quileutenation.org/job-openings/](http://www.quileutenation.org/job-openings/)

The Quileute Tribe  
Human Resources Department  
P.O. Box 279  
La Push, Washington 98350

Or via email: [hr@quileutenation.org](mailto:hr@quileutenation.org)

