



Quileute Tribal Council

• QUILEUTE INDIAN TRIBE •

Human Resources Department
P.O. Box 279 • La Push, WA • 98350
(360) 374-6163 / 4367 / 2175 • Fax (360) 374-4368



Quileute Tribe Job Description

Primary Care Provider

HOW TO APPLY: Send Application Package to the address listed below.

Applications can be downloaded at 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

Ensure your Application contains:

1. Quileute Tribal Application
2. Cover Letter
3. Resume
4. Credentials
5. Tribal Enrollment Verification
6. Diploma(s) High School, College
7. Certification(s)
8. Unofficial Transcripts
9. Driver's License
10. Writing Sample(s) if required

NOTE: *Incomplete applications will not be considered.*

Position: **PRIMARY CARE PROVIDER**
Supervisor: Clinic Director
Location: Tribal Health Clinic
Work Info:
Salary: DOQ/E
Closes: Until filled

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 the Lead Primary Care Provider and 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 second Primary Care Provider for the clinic. 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. Will assist in the roll-out of the EHR system and will provide assistance in training of staff and collaborate in the process of making sure that data is consistent and can be used to provide meaningful reports that allow for effective management of patients. Works with the Lead Primary Care Provider, Health Director and other staff on budget development, policy development and implementation, 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 second Primary Care Provider for the clinic.
- Assesses, diagnoses, and treats minor illnesses and provides preventative care for patients of all ages.
- Manages chronic health problems through coordination with Lead Primary Care Provider and 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.
- Performs point of care (POC) 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 participates in activities that align 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.

- Assists with EHR roll out and helping to make sure staff are trained and system is in place before implementation. Will be a super-user and participate in 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 follow 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 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.
- 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 reports to the Lead Primary Care Provider and 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.
- 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.
- 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.
- 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:

No.

EDUCATION / EXPERIENCE REQUIREMENTS:

- Certified Physician Assistant (PA-C) or Advanced Registered Nurse Practitioner (ARNP).
- Prefer Three (3) to five (5) years of experience or an equivalent combination of relevant education and/or experience in field. Will consider recent graduates.
- Must obtain BLS, ACLS and PALS certifications.

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.

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