

# Quileute Tribe Job Description

## Family Practice Physician

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

Applications can be downloaded 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)

**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: **Family Practice Physician**  
Supervisor: Health Director  
Location: Quileute Health Center  
Salary: DOQ/E  
Closes: **Until Filled**

The Quileute Tribe is seeking a licensed physician to provide quality comprehensive primary, walk-in and urgent care to tribal members and other American Indians in the Clallam County service area. Physician will consult and collaborate with other health center staff, participate in the development of health programs based on the needs of the community, promote care that is holistic and integrated with behavioral and other specialty services, as well as provide patient education in an individual and group setting.

#### **POSITION SUMMARY:**

The physician will provide quality comprehensive primary and urgent care, focus on management of patients with chronic care needs and assure proper management of patients referred out to specialty providers so services are provided in a timely manner that creates positive patient outcomes. Work with the health director and other staff on policy development and implementation, and promote a clinic environment that is conducive to creating good patient experiences.

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

- Assess, diagnoses, and treats minor illnesses and provides preventative care for adults and children.
- Manage chronic health problems and assure patients are tracked and monitored for continuity of care through effective case management.
- Provide emergency care and stabilization for trauma patients until they can be transported to a higher level of care.
- Perform point of care (POC) CLIA waived laboratory tests and interpret laboratory test results.
- Create policies, procedures, and management chronic pain patients.
- Implement MAT services.
- Provide women's health care.
- Oversee the medical evaluation and treatment of patients by other medical professionals including precepting mid-level providers as needed.
- Collaborate with other members of the health care team on patient care standards, quality measures, and delegate tasks that aligns with continuous quality improvement efforts.
- Provide health examinations, education and promotion in a culturally appropriate manner that is aligned with the principals of holistic care.
- Assist with EHR roll out. Participate in data integrity, consistent reporting for efficient and effective patient panel management, assessment of patient care themes and patterns that need to be address and follow up with programmatic changes to align with positive patient outcomes.

- Utilize 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.
- Work 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.
- Promote and role-model positive customer relations in dealing with patients, visitors, community members and employees.
- Attend workshops, meetings, and trainings periodically to enhance job performance and knowledge.
- Uphold, implement, and adhere to Quileute Tribal Policies, Laws, and Regulations as approved by the Quileute Tribal Council.
- 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 procedural decisions in a timely manner.
- Ability to react calmly and effectively when faced with an emergency.
- 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:**

- Physician and Surgeon License, Osteopathic Physician & Surgeon License, or US Medical License
- Three (3) to five (5) years of experience or an equivalent combination of relevant education and/or experience in field preferred.
- Certified Buprenorphine provider or must obtain upon hire.
- Current ACLS or BLS certification

The statements contained herein reflect general details as necessary to describe the principal 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 principal 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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