



THE COQUILLE INDIAN TRIBE

Ko-Kwel Wellness Center

Job Title: Medical Director
Department: Health and Human Services (HHS)
Reports to: Assistant Health and Human Services Administrator – Accreditation and Clinical Services
FLSA Status: Exempt
Salary Grade: TBD
Location: Coos Bay/North Bend

This position is a covered position as defined in the Coquille Indian Tribe Chapter 185 Child Protection Ordinance. Candidate must pass a pre-employment drug screen and Criminal and Character Background Check.

JOB SUMMARY OF MAJOR FUNCTIONS

Under the administrative supervision of the Assistant Health and Human Services Administrator – Accreditation and Clinical Services, the Medical Director is a physician qualified by virtue of training and experience in the practice of medicine or osteopathy, is licensed as a Doctor of Medicine or osteopathy and is Board Certified in Family Practice.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. The Medical Director will abide by laws and regulations of the Coquille Indian Tribe and by the policies and procedures of Ko-Kwel Wellness Center; and in direct compliance with all state, federal, local and AAAHC rules, regulations, and standards.
2. The Medical Director provides primary medical care to patients of the Ko-Kwel Wellness Center in Coos Bay Oregon.
3. Responsible for the medical practice oversight of primary care and CLIA waived laboratory.
4. Coquille Indian Tribe documentation of services provided in provider practice, as appropriate; and to meet performance plan metrics.
5. Facilitate coordination and continuity of services to patients.
6. Provide leadership and guidance to FNP, PA-C, RN, and other clinic staff to assure quality practices by complying with clinic policies, protocols, and workflows.
7. Support the organization with project development and implementing change; and to provide annual evaluations for FNP and/or PA-C.
8. Provide oversight for staff development in alignment with accreditation, federal, state, and Tribal policies and regulations.
9. Work directly with Assistant HHS Administrator by providing medical perspective in incident reviews, patient complaints, and peer reviews.
10. Monitor pharmacy services related to patient care.
11. Participating member of the monthly Quality Improvement Committee, quarterly Peer Review, and other administrative groups as needed.
12. Other duties as assigned.

The above statements reflect the general duties considered necessary to describe the principal functions of the job as identified and shall not be considered as a detailed description of all work requirements that may be inherent in the job.

This position may involve transporting Native Americans and Non-Native patients and clients in Tribal vehicles, employee-owned vehicles and rental vehicles to and from a variety of KWC Eugene functions and activities.

PHYSICAL REQUIREMENTS

Requires the ability to communicate orally, repetitive movement of the wrists, hands and/or fingers, often requires walking, standing, sitting for extended periods of time, raising or lowering objects, stooping and occasionally requires lifting up to 25 pounds. Will often be required to travel by automobile, commercial or private carrier. Local travel is frequently required, statewide and national travel is occasionally required. The individual must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Individuals must possess the following knowledge, skills and abilities or be able to explain and demonstrate that they can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Excellent oral and written communication skills with strengths in team building, and cooperative problem solving. Ability to consistently convey a pleasant and helpful attitude by using excellent interpersonal and communication skills to control sometimes stressful and emotional situations.
2. Ability to foster an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of the Coquille Indian Tribe.
3. Ability to develop the skills of others to perform and contribute to the organization by providing ongoing feedback and by providing opportunities to learn through formal and informal methods.
4. Recognize and acknowledge that they will have access to certain confidential information and that such information constitutes valuable, special, and unique property of the Coquille Indian Tribe. The Medical Director will not, during or after the term of employment, without the consent of the Tribe, disclose any such confidential information to any other person, firm, corporation, association, or other entity for any reason or purpose whatsoever except as may be ordered by a court or governmental agency or as may otherwise be required by law.
5. Demonstrated ability to be results driven; making decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.
6. Be computer literate. Exhibit a level of computer literacy sufficient to use software such as word processing, spreadsheets, and databases to produce correspondence, documents, and reports.
7. Ability to maintain professionalism, confidentiality, and objectivity under constant pressure and crisis situations. A breach of confidentiality or fraud is grounds for immediate dismissal.

REQUIRED QUALIFICATIONS

- A. Must be licensed as a Doctor of Medicine or osteopathy without restriction or subject to any disciplinary or corrective action from the Oregon Medical Board.
- B. Board Certified in Family Practice.
- C. Ability to provide oversight of CLIA waived laboratory.
- D. Three years of management and supervisory experience in a public health or medical outpatient setting is preferred.
- E. Knowledge and experience with Quality Improvement and patient metrics are required.
- F. Current and valid Oregon Driver's License in good standing is required with no insurability restrictions from the Tribe's insurance carrier.
- G. Required to accept the responsibility of a mandatory reporter of abuse and neglect of infants and children, people who are elderly or dependent, individuals with mental illness or development disabilities or residents of nursing homes and other health care facilities. This includes reporting any evidence of physical injury, neglect, sexual or emotional abuse or financial exploitation.
- H. First Aid/CPR certification required or ability to obtain within 90 days of employment.