



## **THE COQUILLE INDIAN TRIBE**

### **Ko-Kwel Wellness Center**

**Job Title:** Family Nurse Practitioner  
**Department:** KO-KWEL WELLNESS CENTER (KWC)  
**Reports to:** Medical Director  
**FLSA Status:** Regular Part Time  
**Salary Grade:** \$90,375 - \$141,200  
**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, Criminal, and Character Background Check.

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#### **SUMMARY OF MAJOR FUNCTIONS**

Under the direct supervision of the Medical Director, the Family Nurse Practitioner (FNP) serves as the primary medical provider at the Ko-Kwel Wellness Center and provides outpatient primary care to patients of the KWC. Provides supervision of medical staff including Registered Nurse (RN), Medical Assistants (MA) and Lab Technicians. As the primary medical provider of the KWC the FNP will ensure the appropriate coordination of care for KWC patients.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Functions independently to perform age-appropriate history and physical for patients, including but not limited to complex acute, critical, and chronically ill patients.
2. Orders and interprets diagnostic and therapeutic tests relative to patient's age-specific needs.
3. Prescribes appropriate pharmacologic and non-pharmacologic treatments.
4. Implements interventions to support the patient to regain or maintain physiologic stability.
5. Monitors the effectiveness of interventions.
6. Collaborates with team members by making appropriate referrals.
7. Facilitates staff, patient and family decision making by providing educational tools.
8. Provides medical screening, evaluation, diagnoses and treatment of health problems, and routine outpatient surgeries and procedures.
9. Provides direct supervision and leadership of the medical staff to ensure appropriate care and coordination of services is provided.
10. Perform the required medical treatment on patients in an efficient, effective, and professional manner.
11. Coordinates referral services with appropriate staff, when patient's medical needs are beyond the limits of the facility or practitioner.
12. Assists with safety emergency preparedness, and disaster planning.
13. As necessary, serve in other areas of incumbent's discipline.
14. Required to be on-call.
15. Other duties as assigned.

The above statements are intended to describe the general nature and level of work being performed by employee. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required.

### **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. Extended periods of sitting, standing, walking, and bending in small enclosed areas is necessary. There will be exposure to communicable diseases and handling stressful situations with patients and their families. Work is performed in a modern office setting.

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. Demonstrated competency dealing with all age groups including neonates, infants, children, adolescents, adults, and geriatric patients.
2. Independent, mature judgment is required in dealing with individual patients, treatment plans, and referral of complex cases.
3. Ability to examine, diagnose, and provide medical treatment, seeking consultation as needed.
4. Ability to develop and maintain positive working relations with the KWC staff, Tribal members and their families, as well as outside health professionals.
5. Ability to communicate effectively and relate to tribal and community members, staff, and federal, state, and local health agencies.
6. Ability to supervise and lead a medical team.
7. Experience and ability to function independently and coordinate care alone or in a two provider setting.

### **REQUIRED QUALIFICATIONS**

- A. Must pass and graduate from an accredited Family Nurse Practitioner educational program.
- B. Ability to obtain and maintain appropriated Board certification and licensure with the State of Oregon.
- C. Must have or be able to obtain proper licensure and registration for the prescription and dispensing of narcotics and controlled drugs.
- D. Must have or be able to obtain ACLS Certification if requested.
- E. Must be eligible for malpractice insurance.
- F. Current and valid Oregon driver's license in good standing with no insurability issues as determined by the Tribe's insurance carrier is required.