



COQUILLE INDIAN TRIBE

Job Title: Physician Assistant or Family Nurse Practitioner
Department: Ko-Kwel Wellness Center (KWC)
Reports to: CMO
FLSA Status: Non-Exempt
Salary Grade: \$97,614 - \$152,522
Location: Coos Bay

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. This position is subject to future budget appropriations.

SUMMARY OF MAJOR FUNCTIONS

Under the direct supervision of the Physician, the Physician Assistant or Family Nurse Practitioner serves as a medical provider at the Ko-Kwel Wellness Center and will provide same day access care for acute medical conditions.

ESSENTIAL DUTIES and RESPONSIBILITIES

1. Provides medical screenings, evaluations, diagnoses, and treatment of health problems. Performs routine outpatient surgeries and procedures within scope of practice.
2. Orders and interprets diagnostic and therapeutic tests relative to patient's age-specific needs.
3. Prescribes appropriate pharmacologic and non-pharmacologic treatments.
4. Facilitates staff, patient, and family decision making by providing educational tools.
5. Performs the required medical treatment on patients in an efficient, effective, and professional manner.
6. Assumes responsibility for assigned medical program services.
7. Provides urgent and acute medical care.
8. Coordinates referral services with appropriate staff.
9. Obtains and documents medical history of each patient, including patient's chief complaint, present condition, patient's individual history, and family history.
10. Provides positive participation in committees, as assigned.
11. Assists with safety emergency preparedness and disaster planning.
12. Other duties as assigned.

The above statements are intended to describe the general nature and level of work being performed by the 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, raising or lowering objects, climbing or balancing, stooping, kneeling, crouching, or crawling,

and occasionally requires lifting up to 25 pounds. Work is generally performed in a medical clinic or office setting. Work involves exposure to hazardous materials, high risk/dangerous situations, infectious disease, dust, fumes, and allergens.

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. Knowledge of and the ability to maintain strict confidentiality of medical and administrative records adhering to the standards for health record-keeping under HIPAA and Privacy Act requirements.
4. Ability to examine, diagnose, and provide medical treatment, seeking consultation as needed.
5. Ability to develop and maintain positive working relations with the Clinic staff, Tribal members and their families, as well as outside health professionals.
6. Ability to communicate effectively and relate to Tribal and community members, staff, and federal, state, and local health agencies.

REQUIRED QUALIFICATIONS

1. Requires a Physician Assistant degree from an accredited college or university.
2. Ability to obtain and maintain appropriate Board certification and licensure with the State of Oregon within 90 days of hire.
3. Two (2) years of experience as Physician Assistant in outpatient setting preferred.
4. Must have or be able to obtain proper licensure and registration for the prescription and dispensing of narcotics and controlled drugs.
5. ACLS certification required or ability to obtain within 90 days of employment.
6. Must be eligible for malpractice insurance.
7. Current and valid Oregon driver's license in good standing with no insurability issues as determined by the Tribe's insurance carrier is required.
8. 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.
9. First Aid/CPR certification required or ability to obtain within 90 days of employment.

Date