



**Job Title:** Medical Director- Eugene  
**Department:** Ko-Kwel Wellness Center- Eugene  
**Reports to:** Health & Wellness Chief Medical Officer  
**FLSA Status:** Exempt  
**Salary Grade:** \$262,808.21 – \$420,488.85  
**Location:** Eugene

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.

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

Under the administrative supervision of the Health & Wellness CMO, the Medical Director- Eugene is a licensed physician who holds accountability for the delivery of high-quality primary care services, Opioid Treatment Program and Substance Use Disorder treatment, and the collaborative integration of these services with the Behavioral Health department at the Ko-Kwel Wellness Center-Eugene. The Medical Director-Eugene leads and mentors the primary care and Opioid Treatment Program medical staff under the supervision and guidance of the CMO and sets direction relating to all aspects of primary care services, OTP and SUD services. The Medical Director- Eugene establishes a clinical culture and promotes professional, clinical and ethical values and standards. They also focus on building a welcoming working environment, promoting the tribe's culture, vision and values. The Medical Director- Eugene is expected to collaborate with other department leaders (including teams in Coos Bay) to establish consistent patient experience and workflows between KWC locations. This position is expected to commit 60% to direct patient care services and 40% to administrative services (recognizing that direct patient care needs are a top priority for the Ko-Kwel Wellness Center and there may be fluctuations in this ratio depending on clinic and patient needs). This may require availability outside of standard operating hours of the Ko-Kwel Wellness Centers.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Abides by laws and regulations of the Coquille Indian Tribe (CIT) and by the policies and procedures of the Ko-Kwel Wellness Center. Must comply with all applicable state, federal, Tribal, local, CARF and AAAHC rules, regulations, and standards.
2. Provides Opioid Use Disorder treatment to patients in the Ko-Kwel Wellness Center Opioid Treatment Program (OTP), provides acute care needs to KWC-OTP patients, provides psychiatric and other substance use disorder treatments as needed and indicated for KWC patients. Primary care coverage may be needed to support KWC-Eugene primary care providers.
3. Oversees the medical practice of the primary care clinic and OTP in the KWC-Eugene
4. Provides clinical support and consultation to the primary care providers at the KWC-Eugene
5. Maintains complete and accurate documentation of services provided.
6. Facilitates coordination and continuity of services to patients.
7. Provides leadership, guidance, and supervision to Family Nurse Practitioners (FNP), Physician Associates Certified (PA-C), Registered Nurses (RN)/Licensed Practical Nurses (LPN), Psychiatric Nurse Practitioners (PMHNPS) and other medical staff of the KWC-Eugene to ensure quality

practices and compliance with clinic policies, protocols, and workflows. Supervises the Clinical Services Administrator- Eugene.

8. Ensures collaboration with KWC- Coos Bay leadership to ensure consistent implementation of workflows, quality improvement processes, and clinical standards to achieve a consistent high quality health care experience for KWC patients.
9. Ensures all elements of Physician Associate collaboratives are met including chart reviews and one on one clinical meetings in collaboration with CMO.
10. Provides annual performance evaluations for FNP's, PA-Cs, and RNs/LPNs, Clinical Services Administrator in collaboration with CMO.
11. Supports the organization with project development and implementing change.
12. Provides oversight for staff development and training in alignment with accreditation, federal, state, and Tribal policies and regulations.
13. Works directly with Health & Wellness CMO, COO and CEO to provide medical perspective in incident reviews, patient complaints, and peer reviews as needed.
14. Participates in monthly Quality Improvement Committee, quarterly Peer Review, and other administrative groups as needed.
15. Responsible for the day-to-day medical operations of the Opioid Treatment Program and collaboration with the Behavioral Health- OTP team.
16. Responsible for working collaboratively with KWC Leadership for identifying additional program needs for KWC patients and working on program development and
17. 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.

#### **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. 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. Knowledge of regulations on the confidentiality of medical records (HIPAA), 42 CFR Part 2 and Part 8.
5. 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-Eugene 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.
6. Demonstrated ability to be results driven; making decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.
7. 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.
8. Ability to maintain professionalism, confidentiality, and objectivity under constant pressure and crisis situations. A breach of confidentiality or fraud is grounds for immediate dismissal.

### **QUALIFICATIONS**

1. License to practice medicine in good standing as a Medical Doctor or Osteopathic Physician, in Oregon required.
2. Must have experience working in an Opioid Treatment Program and must have familiarity with CARF accreditation and standards. Experience treating other substance use disorders is strongly preferred.
3. Minimum of five years' experience in providing care as a medical provider required. Experience in primary care, Addictions treatment (Opioid Treatment Program/SUD), and Psychiatry required
4. Three (3) years of management and administrative experience in a public health or medical outpatient setting is preferred.
5. Administrative experience and experience working in tribal health preferred.
6. Knowledge and experience with quality improvement and patient metrics are required.
7. Board Certified in Family Practice, Internal Medicine, or Addictions Medicine required.
8. Ability to provide oversight of CLIA waived laboratory.
9. Current and valid Oregon Driver's License in good standing is required with no insurability restrictions from the Tribe's insurance carrier.
10. 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.
11. First Aid/CPR certification required or ability to obtain within 90 days of employment.