



## THE COQUILLE INDIAN TRIBE

### Ko-Kwel Wellness Center

**Job Title:** Primary Care Physician (MD/DO)  
**Department:** Ko-Kwel Wellness Center  
**Reports to:** Health and Wellness Division Chief Executive Officer  
**FLSA Status:** Exempt | Full-Time or Part-Time  
**Salary Grade:** Competitive salary based on experience  
**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 and Criminal and Character Background Check.

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#### JOB SUMMARY OF MAJOR FUNCTIONS

Under the administrative supervision of the Health and Wellness Division Chief Executive Officer, the Primary Care Physician 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 or Internal Medicine. The Primary Care Physician 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 Primary Care Physician is expected to collaborate with other department leaders (including teams in Coos Bay) to establish consistent patient experience and workflows between KWC locations. Hours worked may require availability outside of standard operating hours of the Ko-Kwel Wellness Centers

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. The Primary Care Physician 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 applicable state, federal, local and AAHC rules, regulations, and standards.
2. The Primary Care Physician provides primary medical care to patients of the Ko-Kwel Wellness Center in Coos Bay Oregon. Coverage at the Ko-Kwel Wellness Center- Eugene may occasionally be needed.
3. Responsible for the medical practice oversight of primary care and CLIA waived laboratory in the absence of the Medical Director
4. Provide clinical support and consultation to the primary care providers as needed.
5. Maintain timely, complete and accurate documentation of services provided.
6. Coquille Indian Tribe documentation of services provided in provider practice, as appropriate; and to meet performance plan metrics.
7. Facilitate coordination and continuity of services to patients.
8. Provide leadership and guidance to FNPs, PA-Cs, RNs, PMHNPs and other clinic staff to ensure quality practices by complying with clinic policies, protocols, and workflow in collaboration with the Medical Director
9. Support the organization with project development and implementing changes.
10. Support annual evaluation process for FNPs, PA-Cs, PMHNPs, Clinical Services Administrator, RNs if needed.
11. Collaborate with Medical Director, Clinical Services Administrator and KWC Leadership for staff development in alignment with accreditation, federal, state, and Tribal policies and regulations.

12. Collaborate with Medical Director and other KWC 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.
13. Participate in providing medical perspective in incident reviews, patient complaints, and peer reviews if needed.
14. Participate in monthly Quality Improvement Committee, chart reviews, peer reviews, and other administrative as needed.
15. Support Physician Associates collaboratives.
16. Responsible for working collaboratively with KWC Leadership for identifying additional program needs for KWC patients.
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. 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. 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 Primary Care Physician 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.

### **REQUIRED QUALIFICATIONS**

1. 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.
2. Board Certified in Family Practice or Internal Medicine.
3. Ability to provide oversight of CLIA waived laboratory.
4. Knowledge and experience with Quality Improvement and patient metrics are required.
5. Current and valid Oregon Driver's License in good standing is required with no insurability restrictions from the Tribe's insurance carrier.
6. 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.
7. First Aid/CPR certification required or ability to obtain within 90 days of employment.