



Job Title: OTP Medical Director
Department: Opioid Treatment Program
Reports to: Health and Wellness CEO
FLSA Status: Exempt
Salary Grade: \$177,174.40 - \$283,483.20
Location: Eugene/Springfield

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.

SUMMARY OF MAJOR FUNCTIONS

Under the supervision of the Chief Medical Officer, The OTP Medical Director is responsible for providing medical oversight and leadership for the Opioid Treatment Program (OTP). This role involves ensuring the provision of safe, high-quality care to individuals with opioid use disorder while adhering to all relevant federal, state, and local regulations. The OTP Medical Director plays a key role in the program's clinical and administrative operations, working in collaboration with a multidisciplinary team to support individuals on their path to recovery.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Conduct medical assessments, and evaluations for patients to determine their appropriateness for opioid use disorder treatment services.
2. Establish, maintain, and oversee written procedures for acquiring patient physical examinations, including medical histories and any laboratory tests or other special examinations necessary to assess and monitor patient health and treatment needs.
3. Provide medical leadership to the entire program and provide direct supervision for all of the OTP program's medical services.
4. Ensure compliance with all federal, state, tribal, and local regulations and guidelines related to opioid treatment, including 42 CFR Part 2 and 42 CFR Part 8.
5. Provide leadership and strategic direction for the OTP program to ensure high-quality patient care, program growth, and development.
6. Monitor program performance, quality of care, and compliance with accreditation standards, taking necessary actions to improve services.
7. Work with leadership to recruit, hire, and manage program medical staff, including physicians, advance practice providers, and nurses.
8. Provide supervision, guidance, and support to staff members to enhance their professional development.
9. Oversee the provision of evidence-based treatment and ensure that treatment plans align with best practices.
10. Monitor the medical quality of services, review patient records, and ensure the correctness of records and medical rationale for decisions.
11. Collect and analyze data related to patient outcomes, clinical performance, and compliance efforts. Identify trends, patterns, and areas for improvement.

12. Prepare and maintain accurate records of program operations, patient outcomes, and accreditation efforts. Generate reports to assess program performance.
13. Develop and implement emergency preparedness plans and response procedures for the program to ensure patient safety.
14. Participate in the development and revision of organizational policies and procedures to align with accreditation standards and best practices.
15. Foster positive relationships with the local community, stakeholders, and partners. Address community concerns and collaborate with relevant organizations to support program goals.
16. Stay informed about changes in opioid treatment regulations and maintain ongoing professional development.
17. Oversee the CLIA waived laboratory.
18. Maintain complete and accurate documentation of services provided.
19. Facilitate coordination and continuity of services to patients.
20. Provides annual performance evaluations for all those providing medical services with the help of program leadership.
21. Works directly with program leadership by providing medical perspective in incident reviews, complaints, and peer reviews.
22. Participates in monthly Quality Improvement Committee, quarterly Peer Review, and other administrative groups as needed.
23. Coverage of same day walk in patients in primary care for OTP clients and KWC patients.
24. Consult, evaluate, treat and manage patients with chronic pain, opioid use disorder, including telehealth coverage for patients in other locations.
25. Manage a primary care panel as a PCP.
26. 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, 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 and 42 CFR Part2).
5. Knowledge of medical terminology.
6. 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.
7. Demonstrated ability to be results driven; making decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.
8. 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.
9. 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

- A. Medical Doctor (MD) or Doctor of Osteopathic Medicine (DO) degree with a current, unrestricted medical license.
- B. Minimum of five years of paid full-time experience in the field of substance use treatment, including at least one year in a paid administrative capacity within an OTP.
- C. Knowledge and experience demonstrating competence in essential job functions.
- D. Understanding of the ASAM Criteria and evidence-based treatment methods.
- E. Familiarity with addiction counseling and/or addiction psychiatry.
- F. *Completion of a minimum of 12 additional CEUs in addiction medicine annually.