



Job Title: Medical Director
Department: Ko-Kwel Wellness Center
Reports to: Health & Wellness CEO
FLSA Status: Exempt
Salary Grade: Highly competitive salary DOE
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 and Criminal and Character Background Check.

JOB SUMMARY OF MAJOR FUNCTIONS

Under the administrative supervision of the Health & Wellness CEO, the Medical Director is a licensed physician who holds accountability for the delivery of all primary care services at the Ko-Kwell Wellness Centers. The Medical Director leads and mentors the primary care clinical staff and sets direction relating to all aspects of primary care services. The Medical Director establishes a clinical culture and promotes the professional, clinical and ethical values and standards. They also focus on building a welcoming working environment, promoting the tribe's culture, vision and values.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Abides by laws and regulations of the Coquille Indian Tribe (CIT) and by the policies and procedures of KWC complies with all state, federal, local, and AAAHC rules, regulations, and standards.
2. Provides primary medical care to KWC patients.
3. Oversees the medical practice of primary care and CLIA waived laboratory.
4. Maintains complete and accurate documentation of services provided.
5. Facilitates coordination and continuity of services to patients.
6. Provides leadership and guidance to Family Nurse Practitioner (FNP), Physician Assistant, Certified (PA-C), Registered Nurse (RN), and other clinic staff to ensure quality practices and compliance with clinic policies, protocols, and workflows.
7. Provides annual performance evaluations for FNP, PA-C, and RN.
8. Supports the organization with project development and implementing change.
9. Provides oversight for staff development and training in alignment with accreditation, federal, state, and Tribal policies and regulations.
10. Works directly with Health & Wellness CEO to provide medical perspective in incident reviews, patient complaints, and peer reviews.
11. Monitors pharmacy services related to patient care.
12. Participates in monthly Quality Improvement Committee, quarterly Peer Review, and other administrative groups as needed.
13. 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).
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 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 as a Medical Doctor, Osteopathic Physician, in Oregon required.
2. Minimum of five years' experience in providing care as a medical provider required. Experience in primary care strongly desired.
3. Three (3) years of management and administrative experience in a public health or medical outpatient setting is preferred.
4. Administrative experience and experience working in tribal health preferred.
5. Knowledge and experience with quality improvement and patient metrics are required.

6. Board Certified in Family Practice.
7. Ability to provide oversight of CLIA waived laboratory.
8. Current and valid Oregon Driver's License in good standing is required with no insurability restrictions from the Tribe's insurance carrier.
9. 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.
10. First Aid/CPR certification required or ability to obtain within 90 days of employment.

Signature below signifies understanding of above job duties and responsibilities.

Signature: _____

Date: _____