



SOPHIE TRETTEVICK INDIAN HEALTH CENTER

MAKAH TRIBE

JOB POSTING- OPEN UNTIL FILLED

Job Title	Medical Provider	Position Number	TBD
Department	Medical	Business Unit	Medical
Work Location	Clinic	Travel Required:	Yes-Occasional
Pay Grade	N/A	Position Type	Full-Time
Pay Range	DOQ	Classification	Exempt
Background Tier	Yes	Safety Sensitive	Yes
Supervisor	Chief Medical Officer	Subordinate(s)	No

JOB SUMMARY

To serve as staff medical provider to diagnose, treat, and help prevent diseases and injuries that commonly occur in the general population. May refer patients to specialists when needed for further diagnosis or treatment. Responsible for providing medical care and for support to the operation and management of the Ambulatory Health Care Program.

ESSENTIAL JOB DUTIES:

- Evaluate, diagnose and treat (through medication, vaccination, and other specialized therapeutic medical care) all illness, disease, or injury in accordance with generally accepted medical standards of care in a family practice medical setting, which includes acute and chronic illness, general psychiatric problems, outpatient surgical conditions, and emergencies
- Order, perform, and interpret imaging and laboratory tests.
- Review and analyze patient’s medical records, reports, and examination information.
- Appropriately document patient visits and other pertinent medical information in patients’ medical charts.
- Monitor a panel of patients' health status and reevaluate treatment plans as necessary.
- Develop positive rapport with patients to include appropriate communication and shared medical decision making throughout their evaluation and treatment at STIHC.
- Coordinates and consults with in house staff and resources outside of the clinic to assist with referral services.
- Provides medical guidance and instruction to mid-level and student practitioners and other staff within STIHC as requested.
- Actively work towards improving clinic services related to prevention and health maintenance, disease prevention, and health education in addition to acute and chronic illness management.
- Scheduled on-call after clinic hours and weekends is required.
- Other related job duties as assigned.

EDUCATION/EXPERIENCE REQUIRED

- Must have a Medical Doctorate (MD or DO) or a masters-level degree in nursing or physician-assistant studies sufficient to be eligible for licensure as a primary care Provider in Washington State.
- One year of experience is required as a medical provider in primary care or urgent care settings (experience in clinical rotations, practicum, residencies and preceptorships while still a student will be considered).

REQUIRED LICENSES/CERTIFICATIONS

- Valid and unrestricted Washington State Driver’s License.

- Must possess an unrestricted MD, DO, ARNP or PA license and either have a Washington State license or be willing able to obtain and maintain one within 6 months of hire.
- BLS/ACLS/PALS certification or the ability to obtain within 90 days of hire.

KNOWLEDGE OF:

- Family practice medical care principles, practices, and procedures required to assess the needs of a wide range of patient cases.
- Medical records and appropriate medical documentation, principles concepts, and procedures related to data entry functions and data flow in accordance with health records and clinic operations
- Confidentiality and patient privacy (HIPAA)

ABLE TO:

- Maintain strict patient confidentiality and comply with HIPAA laws.
- Learn new skills related to patient care, electronic information/medical documentation systems, other computer systems and software as utilized for clinic practice management.
- Communicate effectively, professionally and cooperatively with colleagues, patients, supervisors and staff.
- Establish and maintain regular and satisfactory attendance and punctuality.
- Continually learn and utilize a variety of information systems and software.
- Pass pre-employment drug screening and background check(s).

PHYSICAL REQUIREMENTS:

Manual and finger dexterity for the operation of personal computer, office machines and routine paperwork. Tolerance to be exposed to computer screen for prolonged periods. Stamina to sit, stand and/or walk for prolonged periods. Mobility to bend, stoop, and/ or climb stairs. Ability to lift objects weighing up to 25 lbs.

SPECIAL REQUIREMENTS

Immunization Requirements: Must be vaccinated or have proof of immunity to hepatitis B, measles, mumps, rubella, tetanus, pertussis, diphtheria and varicella. Employees are required to provide proof of vaccination and/or proof of immunity prior to the start of employment.

Special Consideration: if you are allergic to any component of the vaccine or have documented history of severe reaction to vaccine or are currently pregnant you may not have to be immunized, however, you are required to provide documentation/proof, in order to be considered for employment.

APPLICATION PROCESS- submit application with supporting documentation to hr@stihc.com or

STIHC Human Resources

PO Box 410, Neah Bay, WA 98357