

# Sauk-Suiattle Indian Tribe

## Job Description

**JOB TITLE:** MEDICAL PROVIDER  
**DEPARTMENT:** HEALTH AND SOCIAL SERVICES  
**SUPERVISOR:** HEALTH AND SOCIAL SERVICES DIRECTOR  
**STATUS:** EXEMPT/SALARIED

### Summary

The Medical Provider works to provide a wide range of primary care services which encompasses health promotion, injury and illness prevention, diagnosis, treatment and monitoring of commonly encountered health problems and injuries, monitoring of stable but often complicated chronic health problems, and community development and advocacy. Performs testing, referral to physicians as needed, writes prescriptions, and performs office procedures within the scope of expertise, protocols, and available equipment. This position is open to physicians as well as nurse practitioners. These services are provided within a holistic, patient care-centered framework to patients of all ages. Work is performed under the general direction of the Health and Social Services Director. This position requires consistent, sound judgment and the ability to work independently with minimum direct supervision.

### Essential Duties and Responsibilities

- Determines and assesses the health status of patients by reviewing records, taking comprehensive medical histories, and performing physical examinations.
- Initiates, performs, and directs other nurses to perform screening and diagnostic tests, including blood draws, cultures, skin tests, pap smears, and other procedures appropriate for patient's condition.
- Performs routine laboratory work and other tests and interprets results; or arranges for such procedures at other facilities.
- Plans and oversees on-going treatment and clinical management and general health maintenance of patients.
- Informs, counsels, and instructs individuals and families on their specific health problems, test results, and general health-related matters such as nutrition, birth control, social behavior, growth, and development, aging and substance abuse.
- Acts as a clinical consultant to medical, nursing, paramedical personnel; consults and confers with a wide variety of health and related care providers, such as public health nurses, social workers, and mental health workers.
- Consults with physicians regarding patient's conditions, diagnosis, treatment plan, medication orders and need for specialty care; keeps physician advised of patient status as necessary.
- Prescribes medications according to proper clinical care and standards of practice.
- Recognizes situations requiring a specialist referral and provides a letter of consultation to that specialist to ensure continuity of care.

- Provides emergency medical treatment when necessary.
- Prepares and maintains complete and accurate charts, case files, records and other documents; reviews material prepared by other staff for completeness and accuracy.
- Attends, participates in, and contributes to in-service education and staff training sessions to maintain and increase skills, and to teach others.
- The Health and Social Services Director outlines the overall program objectives and priorities, time limit, and financial resources available. The employee plans and schedules recurring work, handles routine problems, and completes work using own initiative, and exercises professional knowledge and judgment in interpreting guidelines and applicability. Work is reviewed in terms of meeting objectives, effectiveness, and compliance with laws, regulations, policies and procedures.
- Other duties as assigned.

### **Supervisory Responsibilities**

Supervises staff as assigned.

### **Knowledge, Skills and Abilities**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge of symptoms and normal course of acute and chronic illnesses, and their treatment.
- Knowledge of Family Planning methods and medical and health care for pregnant women.
- Knowledge of normal growth and development, and common illnesses of infants and children.
- Knowledge of immunization recommendations and protocols.
- Ability to maintain strict confidentiality of medical records and adhere to the standards for health record-keeping, HIPAA, and Privacy Act requirements.
- Knowledge of procedures, techniques, and tests for conducting comprehensive physical examinations.
- Knowledge of techniques and interpretations of standard laboratory tests, x-rays, and basic diagnostic procedures.
- Knowledge of substance abuse symptoms, mental and emotional illness symptoms, and intervention techniques.
- Knowledge of medications commonly used for a wide variety of medical conditions, and

their effects, reactions and contraindications, proper handling and administration of medications.

- Knowledge of symptoms, prevention, reporting requirements, and treatment of child and adult abuse and neglect.
- Knowledge of normal and abnormal family dynamics; differing cultural, religious, social, and economic factors affecting community medical care patients.
- Knowledge of causes, control, detection, prevention, and treatment of common communicable diseases, including sexually transmitted diseases.
- Knowledge of community resources for medical care, mental health care and social services.
- Knowledge of medical clinic policies and protocol.
- Ability to effectively communicate with Native American patients from various social, cultural, and economic and educational backgrounds.
- Ability to work cooperatively with other medical care providers.
- Ability to effectively intervene in cases of mental illness, substance abuse, and adult/child abuse and neglect.
- Ability to gain cooperation of patients in treating communicable and environmentally based illnesses.
- Ability to accurately evaluate and diagnose medical conditions, including obtaining and assessing medical histories.
- Ability to work independently and apply sound medical judgment and department protocols in treatment, treatment planning and referral to physicians.
- Ability to recognize and take immediate action in emergency and immediate need medical cases.
- Ability to identify medical priorities for patient care and telephone triage.
- Ability to prepare and administer medication and immunizations.
- Ability to communicate clearly and concisely orally and in writing and effectively deal with the public, co-workers, and supervisors.
- Ability to maintain strict patient confidentiality.

## **Qualifications, Experience, Education**

### **Minimum Qualifications**

- Must possess or be able to obtain a Washington State License, **REQUIRED**. Submit a copy with application.
- MD, DO or NP License
- Basic Life Support and Advanced Life Support Certification, **REQUIRED**. Submit a copy of certification with application.
- Proficient in phlebotomy and starting and maintaining intravenous access to patient.
- Must have ability to complete required documentation and required written follow-up.
- Must submit to and clear a Criminal Background check.
- Must submit to and clear an Alcohol/Drug screen.
- A valid Washington State Driver's License.

### **Preferred Qualifications**

- Three years experience working in a clinic setting is recommended.
- Flexible work schedule with possible nights, weekends, or on-call coverage is strongly preferred.
- Positive working experience with Native Americans in a related field will be given preference.
- Computer experience, specifically with RPMS systems.

### **Physical Demands/Work Environment**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may be required to sit; stand; walk; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch; talk or hear. The employee may occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus.

### **Culturally Sensitive**

All employees must be culturally sensitive to the customs, traditions, practices, and sovereign status of the Sauk-Suiattle Indian Tribe.

### **Drug Free Workplace**

Sauk-Suiattle Indian Tribe is a drug-free workplace. All employees are subject to a pre-employment drug screen.

### **Background Check**

All employees must be able to pass a background check per Sauk-Suiattle Indian Tribe's Background Check Policy.

## **NATIVE AMERICAN PREFERENCE APPLIES**

This job description does not constitute an employment agreement between SSIT and the employee and is subject to change by SSIT as the needs of the tribe and the requirements of the job change.