



# Klamath Tribal Health & Family Services

3949 South 6<sup>th</sup> Street  
Klamath Falls, OR 97603

Phone: (541) 882-1487 or 1-800-552-6290  
HR Fax: (541) 273-4564

**OPEN: 10/06/11**  
**CLOSE: WHEN FILLED**

EXEMPT   X    
NON-EXEMPT     

## POSITION DESCRIPTION

**POSITION:** MEDICAL CLINIC DIRECTOR

**RESPONSIBLE TO:** Health General Manager

**SALARY:** DOQ/DOE Annual/Full Benefits

**CLASSIFICATION:** Professional/Management, Full-time, Regular

**LOCATION:** Klamath Tribal Health & Family Services  
Wellness Center, Chiloquin, Oregon

## POSITION OBJECTIVE

The Medical Clinic Director is responsible for carrying out contracted responsibilities for providing health care services to the Native American population residing in the service area of the Klamath Tribes. These duties include serving as a direct provider of health care services; providing quality, compassionate and culturally sensitive care for medical patients of Klamath Tribal Health & Family Services in accordance with national medical standards of care. Routine duties shall include providing health care related services to individuals eligible for services provided by Klamath Tribal Health & Family Services in homes, schools, clinics, alternate job sites and other community locations within the Klamath Tribes' Service Unit.

The Medical Clinic Director will provide direction and guidance to the Klamath Tribes in the operation of the Medical Clinic. The Medical Clinic Director is responsible for management and direct supervision of the Medical Clinic Programs, including Community Health services and Diabetes grant programs.

## MAJOR DUTIES AND RESPONSIBILITIES

1. Provide quality, compassionate, and culturally sensitive health care services to qualified Native Americans in the Klamath Tribes' service area.
2. Provide a full range of outpatient services; including examination, diagnosis and treatment of both chronic and acute episodic illness and minor injuries; write prescriptions and perform office procedures within the scope of expertise, protocols and available equipment.

3. Administer or order diagnostic procedures, such as x-rays, electrocardiograms, and blood work; interpret test results. Follow up with patients on any tests completed in the clinic or through referrals to outside agencies.
4. Develop and implement patient care plans; instruct and counsel patients on health care needs and goals; record patient progress.
5. Provide general health education regarding matters such as proper diet, family planning, health concerns, healthy lifestyles, and health maintenance.
6. Responsible for the completion of all Medical Clinic Department administrative functions; including program reports, documents, statistical surveys and other required data. May delegate duties and responsibilities to designated Medical Department staff, when appropriate.
7. Responsible for supervision of Medical Department Staff; including setting performance criteria and monitoring the day to day performance of the Medical Department Staff.
8. Ensure that all health care staff under the supervision of the Medical Clinic Director are appropriately meeting patient needs and providing quality, compassionate and culturally sensitive health care services; which includes verifying that all health care providers develop and implement patient care plans; instruct and counsel patients on health care needs and goals; and record patient progress.
9. Ensure that all medical clinic providers are appropriately documenting patient care on the patient's encounter form and providing adequate documentation in the patient's medical chart in a timely manner.
10. Responsible for adequately addressing in a timely manner all patient care concerns, issues, and obstacles that may arise; including those reported under established patient complaint procedures; may delegate as appropriate.
11. Develop, coordinate, promulgate and enforce Medical Clinic and Tribal policies. Educate staff on rationale and need for adherence to policies including Quality Improvement Program and HIPAA regulations.
12. Advise Health General Manager, Health Advisory Committee and Tribal Council on clinic matters; including decisions, program planning and policies affecting the health care of patients; may delegate as appropriate.
13. Increase third party revenue through patient contacts, documentation, program planning and management.
14. Recommend and administer all Medical Department budgets; including grant funded programs.

15. Collaborate with other Klamath Tribal Health & Family Services programs to identify patient needs and develop or adjust program services to meet those needs when possible.
16. Participate in the organizational effort for obtaining and maintaining AAAHC Accreditation with all associated requirements.
17. Serve as active member of the Contract Health Resource Committee, Quality Improvement Committee, Pharmacy and Therapeutics Committee and/or other committees as needed or directed; may delegate when appropriate.
18. Serve as coordinator for the Diabetes, Optometry, Podiatry and Transcription contracts/grants; delegate when appropriate.
19. Participate in the planning process for future health facility needs and/or staffing requirements.
20. Increase resident and medical student opportunities by serving as a site coordinator for medical residency programs.
21. Other duties as assigned.

### **SUPERVISORY CONTROLS**

Work is performed under the general direction of the Health General Manager. This position requires consistent, sound judgment and the ability to work independently with minimal supervision. The Medical Clinic Director performs duties following established medical and Tribal protocols. The incumbent works independently and exercises judgment based on training, protocol and licensing limitations.

Employee exercises initiative in researching answers and solving problems based upon previous training, experience and instructions. Unusual, new, or complex assignments that require deviation from past experience or precedents are discussed with supervisor.

### **KNOWLEDGE, SKILLS, ABILITIES**

Possess current Oregon State Licensure as a Medical Doctor.

Must have ability to complete documentation and required follow-up.

Skill and ability to operate computer and use various computer software.

Knowledge of and the ability to interpret accreditation standards.

Ability to coordinate out-patient clinical activities with other Tribal services.

Demonstrated ability to successfully coach/mentor/train subordinates for sustained performance improvement.

Knowledge of medical clinic policies and protocol; ability to coordinate clinic activities; work well under pressure and demands for time.

Knowledge of sanitation, nutrition, epidemiology and communicable disease control.

Knowledge of health care provider operating techniques and protocols.

Knowledge of immunization recommendation and protocols.

Ability to identify medical priorities for patient care in face to face encounters and through telephone triage.

Ability to prepare and administer medication and immunizations.

Ability to effectively work with the public, co-workers, and supervisors, which includes communicating effectively both verbally and in written form.

Ability to maintain strict confidentiality of medical records and adhere to the standards for health record-keeping, HIPAA and Privacy Act requirements.

## **QUALIFICATIONS, EXPERIENCE, EDUCATION**

### **Minimum Qualifications:**

- Current State License as a Medical Doctor, **REQUIRED**. *Must submit copy of licensure with application.*
- Advanced Cardiovascular Life Support certification, **REQUIRED**. *Must submit a copy of certification with application.*
- Three years experience working in a clinic setting, **REQUIRED**.
- Previous supervisory experience, **REQUIRED**.
- Must submit to and clear an Alcohol/Drug Screen and random testing as per policy.
- Must submit to and clear a Criminal Background check; as per Indian Child Welfare Act and Indian Health Services suitability for employment guidelines.
- Indian Preference will apply, as per policy. *Must submit documentation with application to qualify for Indian Preference.*

### **Preferred Qualifications:**

- Flexible work schedule is strongly preferred.

- Positive working experience with Native Americans in a related field will be given preference.

### **ACKNOWLEDGEMENT**

This job description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

### **APPLICATION PROCEDURE**

Submit a Klamath Tribal Health & Family Services *Health Care Provider Application for Appointment* with all requirements and supporting documentation to:

**Klamath Tribal Health & Family Services**  
**ATTN: Human Resource**  
**3949 South 6<sup>th</sup> Street**  
**Klamath Falls, OR 97603**

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

Please Note: If requirements are not met, i.e., submission of a resume in lieu of a tribal application or not including a required certification, your application will not be reviewed and will be disqualified.

Indian Preference will apply. In accordance with Klamath Tribal policy, priority in selection will be given to qualified applicants who present proof of eligibility for “Indian Preference”.

Applications will not be returned.