



# SWINOMISH INDIAN TRIBAL COMMUNITY

Human Resources  
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| Is this a Testing Designated Position as described in the Drug and Alcohol-Free Workplace Policy?                              | yes |
| Do the duties and responsibilities of this position involve regular contact with, or control over, Indian children or elders ? | yes |

**Indian Preference in Hiring shall apply to Swinomish Indian Tribal Community job opportunities.**

**JOB TITLE: Health Care Provider-mid-level: Certified Physician Assistant or Advanced Registered Nurse Practitioner**

**DEPARTMENT: Medical**

**POSITION SUMMARY:** Provider of quality health care to patients depending on their specific needs. The Provider will work with a team of medical personnel. He/She will make assessments, diagnoses and treatment plans, perform procedures, and any other tasks as required by the team or supervisor. To excel in this role, he/she will demonstrate a passion for helping others, dedication to providing quality health care to clients and have excellent organizational and communication skills. Proven experience in your field of health care will be beneficial.

**Supervised by:** The Chief Medical Officer

**Provide direction to:** The nursing team and at times, to office staff

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

This list is intended only to illustrate the various types of work that may be performed. The omission of specific statements does not exclude them from the position if the work is similar, related or logical assignments to the position.

- Assess, diagnose and formulate treatment plans
- Prescribe medication when needed
- Effective communication with patients
- Perform in-office procedures
- Provide medication education
- Develop and communicate health care plans as needed.
- Appropriate determination of the need for referral/specialty care
- Attend ongoing training courses to advance knowledge and learn about any new developments in medicine
- Act in a professional manner at all times and treat patients with compassion, respect and consideration.
- Comply with local, state, and federal laws and regulations to provide safe health care services.
- Work with Care Management to ensure patient follow up. Report to the CMO any patients lost to follow up with potentially life threatening or serious medical problems.

- Complete the Electronic Health Record for patient care
- Any other tasks requested by the supervisor
- Be available to take call as arranged by the Chief Medical Officer, Programs Director and/or Director of Health Programs based on clinic needs, and in the order as documented.
- Because of the Tribes commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

**MINIMUM QUALIFICATIONS**

- Have and maintain active unrestricted Washington State and DEA licenses.
- Have and maintain current licensure and board certification, provide CMO with copies annually.
- Excellent communication skills both verbal and written
- X-waiver, which allows a Medical Provider to prescribe for Substance Use Disorder
- Cultural Competency
- Interest working with Native American/Alaskan Native population.
- Special training/experience in family medicine.
- Ability to work with a wide variety of people and personalities.
- Maintain preferred provider status with Medicare, DSHS, L&I and other third-party payers as needed to ensure payment for services provided at the clinic
- Have and maintain BLS certification
- Maintain annual CME requirements
- Minimum 2 years of clinical experience

**WORK ENVIRONMENT AND TIME COMMITMENT**

1. Work schedule is 40 hours per week. This is a full-time position.
2. Tasks are performed mostly indoors in both a clinical setting and an office environment.
3. Considerable time may be spent at a computer work station in the performance of administrative tasks.
4. Work may be performed under highly stressful conditions, and may involve extended periods of sitting, standing or walking.

**EMPLOYMENT CONDITIONS**

The Personnel Policies and Procedures of the Swinomish Indian Tribal Community apply to all employees. The position of Mid-level Provider is considered to be an exempt “standard hour” position. All offers of employment are contingent on the successful completion of a drug and alcohol screening. If the position involves regular contact with or control over children or elders, then a successful applicant must also meet minimum standards of character based on an extended criminal background check.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_