



Quil Ceda Creek  
Counseling Company

## Employment Opportunity

---

6330 31<sup>st</sup> Ave NE Ste 101  
Tulalip, WA 98271  
Q4C Human Resources: 360-716-2203  
[www.quilcedacreekcounselingcompany.com](http://www.quilcedacreekcounselingcompany.com)

**JOB TITLE:** Advanced Registered Nurse Practitioner or Physician's Assistant (ARNP/DNP or PA)

**DEPARTMENT:** Quil Ceda Creek Counseling Company (Q4C)

**PAY RANGE:** \$65.00-\$85.00

**JOB DESCRIPTION:** : Be part of a comprehensive health and wellness system caring in culturally appropriate ways addressing the physical, mental, and spiritual aspects of each individual. We focus on the entire person, and have an integrative, patient-centered, multidisciplinary health team of dedicated professionals whose primary mission is to provide the best possible care to our tribal members and community.

**TO APPLY:** Complete the web form application located on the Munis Self Service portal: <https://ess.tulaliptribes-nsn.gov/MSSQCV/employmentopportunities/default.aspx>. For more information or questions, please visit: [www.quilcedacreekcounselingcompany.com/careers](http://www.quilcedacreekcounselingcompany.com/careers) or call Q4C HR at 360-716-2203.

**NOTE:** *The Tulalip Tribes publicly announces that Indian Preference in hiring applies to all job opportunities.*

---

**EMPLOYEE CLASSIFICATION:** Exempt

**EMPLOYEE REPORTS TO:** Medical Director

**EMPLOYEE SUPERVISES:** N/A

**EDUCATION:**

- Graduate of an accredited advanced practice nursing school with a minimum of a Master's Degree in nursing.
  - Must be Board Certified as a Family Nurse Practitioner (ANCC, AANP, FNP-BC).
  - Or
  - Graduate of an accredited training program for Physician's Assistant- Minimum of a Master's Degree. Must be Board Certified as a Physician's Assistant (PA-C, NCCPA).
-

#### SKILLS:

- Observe strict patient confidentiality, and all pertinent requirements of HIPAA and any other confidentiality regulations.
- Provide accurate and responsive patient in-take, assessments, and case management.
- Communicate with clients and peers tactfully and prudently.
- Collaborate with healthcare and non-healthcare team members.
- Organize, plan, coordinate, and carry-out assigned tasks with accuracy and attention to detail.
- Provide excellent patient care and problem solve effectively and timely.
- Learn, interpret, and apply up-to-date health information, learn, acknowledge and comply with tribal policies, and other written information.
- Continually learn and utilize a variety of health information systems and software.
- Effectively lead, facilitate, and present to individuals, small and large groups.
- Ability to work in a cross-culture environment, understands the social and cultural context of patients at the Mat Center. Understands the role of trauma, historical background, community, family, and personal experience in wellness and recovery.
- Knowledge of Principles and best practices of health maintenance, Electronic Health Records (EHR) management, and other office information systems such as working knowledge of MS Office Word, Excel, Outlook, and PowerPoint.

#### EXPERIENCE:

- Must have two (2) years' experience as a ARNP or a PA
- Minimum of three (3) months experience using EHR software.
- Familiarity with Medication-Assisted Treatment Program.
- Experience working with Native Community (preferred).

#### OTHER REQUIREMENTS:

- Knowledge of applicable Federal and State laws relating to the practice as an ARNP or PA.

#### PHYSICAL CHARACTERISTICS AND/OR PREREQUISITES:

- Must possess an active ARNP or PA license to practice in Washington State.
- Must possess an active, full schedule and unrestricted DEA (prescriptive drug) License with an assigned DEA X waived-number.
- Must provide proof of COVID vaccination and immunization record.
- Must possess a Valid Driver's License.

- Must complete a HIPAA certification within one week from hire date
- Employment is contingent upon successful passing of these background checks and drug screening.

#### SPECIFIC JOB PERFORMED:

- Provides primary care and medication services for substance use disorder patients within the clinic.
- Obtain detailed patient histories and perform complete physical examinations.
- Reach diagnoses and orders appropriate laboratory testing, imaging, specialty care.
- Counsel patients and family on health and diseases.
- Administer or prescribe treatments and medications.
- Prescribe appropriate inoculations and vaccines to immunize patients from communicable diseases.
- Refer problems beyond one's scope and competence to appropriate physician specialist.
- Refer nutritional, social, emotional, and developmental problems to appropriate professionals and/or agencies.
- Base decisions on information obtained through professional medical and advanced practice nursing knowledge and skills, current best practice standards of care, and approved policies and procedures.
- Make notes and chart observations in individual patient medical records and complete all additional documentation within 72 hours.
- Provide emergency medical care as needed.
- Suture minor wounds, and performs minor procedures, under standard practice principles in Washington State.
- Participate in weekly provider meetings.
- Participate in evaluation of Quil Ceda Creek Counseling Company policies and procedures.
- Prepare patient education materials and articles for Tulalip media outlets and participates in provider-lead patient educational classes.
- Participate in after hour on-call services.
- Maintain aseptic and sterile techniques and handles exposure to hazardous waste and communicable disease in accordance with OSHA regulations.
- Observe strict patient confidentiality, and all pertinent requirements of HIPAA and any other confidentiality regulations.
- Performs other job-related duties as required or directed.

## TERMS OF EMPLOYMENT:

This is a Regular Full-time position, requiring at least 40 hours per week, or 2080 hours per year. Employee may be required to work after hours, weekends, special events and/or on call. Upon successful completion applicable probationary period employee may be eligible for an increase in pay, subject to budgetary restriction. Employees will be required to work on-site, no telecommuting. No provisions for relocation will be provided.

**Disclaimer:** The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.