

Employment Opportunity

8802 27th Ave NE, Quil Ceda Village, WA 98271
Office: 360-716-5000 • www.QuilCedaVillage.org



JOB TITLE: Medical Director

DEPARTMENT: Quil Ceda Creek Counseling Company (QCCCC)

JOB DESCRIPTION: The Medical Director is responsible for the entire scope and function of health services within the Quil Ceda Creek Counseling Company; providing medical assisted treatment (MAT) services as well as primary medical care to those enrolled in the program for the treatment of substance use disorders.

TO APPLY: Complete the web form application located on the Quil Ceda Village Self Service portal: <https://ess.tulaliptribes-nsn.gov/MSSQCV/employmentopportunities/default.aspx>. For more information or questions, please visit: <http://quilcedavillage.org/Employment> or call Quil Ceda Village HR at 360-716-5016.

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

EMPLOYEE CLASSIFICATION: Exempt

EMPLOYEE REPORTS TO: QCCCC Administrator

EMPLOYEE SUPERVISES: Advanced Registered Nurse Practitioners, ARNP-Psychiatric, Nurse Care Manager, and Medical Assistants

EDUCATION:

- Doctoral degree of MD or DO is required.

SKILLS:

- Recognize various medical pathologies that require referral to specialists for diagnostic and treatment procedures.
- Be tolerant and patient to deal with upset, angry and/or frustrated patients and/or vendors.
- Good personal and ethical boundaries.
- Provide accurate and responsive patient intake, provider support, and case management.
- Maintain confidentiality and communicate with tact and discretion.
- 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.
- Effective written and verbal communication skills, congenial interpersonal skills including conflict resolution.

EXPERIENCE:

- Must have ten (10) years' experience in ambulatory or hospital care services.
- Minimum of four (4) years' related Clinical Leadership experience in providing medical oversight and being responsible for all health care delivered at that clinic.
- Experience with management of MAT prescription medications (Methadone, Buprenorphine, Naloxone, etc.) for SUDs.
- Experience in making decisions relative to consultation with members of medical and institutional staff.
- Experience in providing medical care, interviewing prospective physicians and mid-level providers, and evaluating patient care through an ongoing quality assurance program that identifies problems and their resolution.
- Familiarity with Medication-Assisted Treatment Programming
- Experience working within a Native Community.

OTHER REQUIREMENTS:

- Tulalip, Federal, and State laws and regulations health records maintenance and management.
- 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.
- Understands and adheres to state (RCW, WAC) and federal confidentiality regulations (42 CFR part 2) Applicants must always conduct self ethically and professionally.
- Organize, plan, coordinate, and carry-out assigned tasks with accuracy and attention to detail.
- Provide excellent customer service and problem solve effectively.
- Learn, interpret and apply health information, tribal policies, and other written information.
- Research and use information, data and statistics to solve problems.

PHYSICAL CHARACTERISTICS AND/OR PREREQUISITES:

- Must be Board Certified in Family Medicine or Acute Care (ABIM, ABFM, etc).
- Must possess an active MD or DO license to practice within Washington State in good standing.
- Must possess an active, full schedule and unrestricted DEA (prescriptive drug) License with an assigned DEA X waived number.
- DATA 2000 waived for the prescription of office-based Buprenorphine.
- Board certified in Addiction Medicine.
- Current ACLS (Advanced Cardiac Life Support) certification required.
- Current BBP (Bloodborne Pathogens) certification required.
- Must provide proof of COVID vaccination and immunization record.
- Must provide a negative TB test (within last 12 months) or x-ray.
- Must complete a HIPAA certification within one week from hire date.
- The Tulalip Tribes requires different levels of pre-employment background screening for all positions. Employment is contingent upon successful passing of these background checks and drug screening.

SPECIFIC JOB PERFORMED:

- Plans, coordinates, and oversees all work functions of assigned personnel within the QCCC medical department.
- Performs clinical supervision of clinic staff, including regular performance appraisals and feedback.
- Leads planning for the development of new clinical programs.
- Performs quarterly medical record reviews for all medical clinic prescribing providers, focusing on quality of care and appropriate coding.
- Initiates and implements assessment and treatment planning for patients with substance abuse disorders.
- Performs medical evaluations, crisis intervention and/or medication management as needed to meet the needs of patients.
- Accurately and efficiently monitors daily doses of Methadone/Buprenorphine (Suboxone/Subutex) or other medications.
- Orders dose increases, decreases, detoxification, or supervised withdrawal after assessment of the patient and his/her current treatment history.
- Provides general health counseling services and follows the progress of patients.
- Educates patients regarding how to take prescribed medication and possible side effects.
- Monitors organization-wide performance improvement activities as the head of the clinic medical team and participates in staff meetings and/or consultations.
- Supervises and provides clinical support for the Psychiatric Nurse Practitioner.
- Works cooperatively with Tulalip Health System Executive staff, Tulalip Health System providers, as well as any other QCCC patient providers within Snohomish County.
- Observes strict patient confidentiality, and all pertinent requirements of HIPAA and any other confidentiality regulations.
- Other related job duties as assigned.

TERMS OF EMPLOYMENT:

This is a contracted position, requiring at least 20 hours per week, or 1040 hours per year. Employee may be required to work after hours, weekends, special events and/or on call. Employees will be required to work mostly on-site, with little to no telecommuting available. 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.