

JOB ANNOUNCEMENT

POSITION: **Clinical Director**
PROGRAM: **Tribal Health Administration**
ACCOUNT CODE: **20-3000-9009-23-6000, 20-3000-9008-6000**
SUPERVISOR: **Tribal Health Administrator**
SALARY: **DOE**
CLASSIFICATION: **EXEMPT**
LOCATION: **Owyhee Community Health Facility/ Owyhee, Nevada**

Opens: May 8, 2024

Closes: Open Until Filled

SPECIFICATIONS: All applications must be fully completed. Any incomplete, undated or unsigned applications will not be processed (Do not refer to the resume in lieu of making required comments on the application) Please attach all required documentation as specified in the Job Announcement. **Failure to attach required documents will disqualify you from consideration for this position.** Employment Applications are available at the Human Resource Department. Any questions regarding this position is to be directed to the Human Resource Department at the above listed telephone number.

Preference for filling vacancies will be given to qualified Indian Applicants in accordance with the Indian Preference Act (Title 25 U.S. Code, Section 472 and 473). However, the Shoshone-Paiute Tribes is an equal opportunity employer and all qualified applicants will be considered in accordance with the provisions of Section 703 (l) of the Title VII of the Civil Rights Act of 1964, as amended.

The Shoshone-Paiute Tribes application form for employment must be received by the Human Resources Office by 5:00 PM of the closing date of this job announcement.

All Interview notifications will be made by certified mail. It is your responsibility to notify HR if your mailing address and/or phone number changes.

In accordance with Shoshone-Paiute Tribes' Resolution No. 00-SPR-31, all new employees are required to pass a pre-employment drug/alcohol test.

THE SHOSHONE-PAIUTE TRIBES RESERVES THE RIGHT TO CONDUCT BACKGROUND CHECKS ON ALL NEW EMPLOYEES. In accordance with Shoshone-Paiute Tribes' Resolution No. 95-SPR-135

SPECIAL CONSIDERATIONS:

This position is subject to random drug testing and a background check as a condition of employment. This individual works in patient and emergency situations requiring mental alertness and in the course of their employment, regularly comes into contact with children and seniors. This individual operates Tribal vehicles and/or equipment on a regular basis.

POSITION SUMMARY:

The Clinical Director shall be a physician having overall responsibility for direct patient care including the management of medical-related activities such as quality assurance and quality improvement, clinical resource management, physician and mid-level practitioner supervision, and clinical administration.

This position will report to, and work collaboratively with, Tribal Health Administrator in all functions of the organization. The Owyhee Community Health Facility is an Ambulatory Care facility providing basic health care and contracts with other specialized facilities for specialized health care.

SUMMARY OF FUNCTIONS:

This position serves as the Clinical Director for the Owyhee Community Health Facility (OCHF). As a participant of the OCHF leadership, the Clinical Director exercises full managerial responsibility for the planning, development, organization, integration, administration and evaluation of clinical services for OCHF. The Clinical Director is directly responsible to the Tribal Health Administrator.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Works on a day-to-day basis with the Medical Staff, Tribal Health Administrator, Nursing Administrator, Director of Operations and other key staff members with responsibility for assuring that all aspects of patient care are being planned, implemented and evaluated.
2. Participates, in conjunction with the Nursing Administrator, in the formulation of patient care scope of practice/care, direction, policies, procedures, communication, evaluation and quality assurance. Takes the lead in the initiative, planning, development and scheduling of patient services and contracts.
3. Assures that direct patient care activities follow compliance with applicable national standards of care, federal and state regulations, accreditation standards and organization/tribal policies. Incumbent works with appropriate quality assurance policies, plans and teams to ensure compliance.
4. Exercises supervisory authority and responsibility for the direction, planning, implementation, evaluation and performance improvement of all patient care supervisors and services. This includes personnel, budgets, trainings, work schedules, etc.
5. Collaborates with other departments to maintain and improve on communication regarding patient care and administrative matters. Advises the Tribal Health Administrator and Medical Staff on requirements or problems affecting various departments and related activities and recommends corrective action as appropriate.
6. Conducts meetings and conferences with subordinate staff to explain working requirements, methods, procedures, changes and/or updates. Provide information on difficult or different activities and answers questions about work assignments. Formulates and issues instructions and procedures for non-routine or complex assignments, new or changes in program, functions or processes. Reviews, approves, modify or rejects changes in functions, procedures, personnel assignments and other operating matters

proposed by staff members. Makes decisions on matters and problems not covered by precedents, protocols or established policy. Reviews and analyzes records and other evidence of work performance to evaluate performance. Reports progress and resolution of problems in achieving management objectives. Continually studies operations to seek improvements in the quality and quantity of services and tasks or recommends necessary actions.

7. Ensures that all medical staff meets all required medical and clinical requirements such as credentialing, privileging, peer reviews, performance improvement, health information/EHR documentation, policy/accreditation compliance, meetings, etc.
8. Incumbent will attend, participate and contribute in all required and appropriate organization leadership committees and meetings as outlined in organization policies. Incumbent will also attend any community meetings or gatherings for the purposes of promoting the health care organization, prevention and education. May also be required to attend administrative planning meetings locally, state and/or nationally.
10. Incumbent will comply with all applicable federal, state, local policies, procedures, and regulations. Incumbent may also be assigned other special duties applicable to the job description.

MINIMUM QUALIFICATIONS:

- A. Graduation from an accredited college or university with a Medical Degree or Degree in Osteopathy, preferably specializing in Pediatrics or Family Medicine, and a current license to practice as a M.D. or D.O. and DEA license in the State of Nevada, Idaho or the United States and its territories.
- B. Completion of an approved 3-4-year residency or other accredited training in Family Practice or Internal Medicine, or a combination of such training with appropriate experience and is Board Certified or Board Eligible preferred.
- C. Minimum of Two years of Clinical service and staff supervision.
- D. Will be required to obtain an NPI (National Provider Identification).
- E. Demonstrated ability to plan, organize, and carry out patient care activities in a clinical setting.
- F. Excellent leadership and management skills, including demonstrated ability to select, train, develop, mentor, and motivate staff.
- G. Demonstrated ability to work concurrently on multiple projects and manage competing priorities.
- H. Able to work effectively with individuals and/or families to assist them in reaching satisfactory solution(s) to health issues.
- I. Ability to analyze situations accurately and take effective action.
- J. Confirmed ability to communicate effectively both verbally, and in writing to various individuals, cultures, and groups.

- K. Valid Nevada/Idaho driver's license obtained within 30 days of employment.
- L. Ability to meet the physical demands of walking, standing, some lifting during the performance of normal duties.
- M. Indian Preference applies.

SUPERVISORY CONTROLS:

Works under the direction of the Tribal Health Administrator who provides general professional and administrative supervision. Incumbent works with considerable independence during the course of patient care. Work performance is reviewed for conformance to federal, state and local policies, procedures and practices relating to the delivery of health care.

Guidelines include Owyhee Community Health Facility policy and procedures directives, national medical and clinical guidelines, accreditation standards and possibly other federal and state codes and regulations.

OTHER SIGNIFICANT FACTORS:

Incumbent must be knowledgeable of OCHF medical by-laws and rules and regulations and comply with all requirements for appointment to and maintaining status as an active member of the medical staff.

The incumbent may be required to drive and therefore must be able to get a current Driver's license used by any US state or territory.

Incumbent must possess and demonstrate the required broad knowledge of a variety of clinical services and programs, functions, and activities of OCHF or in an Ambulatory setting. Must provide effective direction for clinical activities, arrive at the best possible solution to specific problems and meet the specialized requirements of any facility situation.

Incumbent must be able to serve as the resources person in clinical matters for the facility by applying a thorough knowledge of laws; HHS and IHS, and tribal policies, rules, regulations, procedures and standards. Areas and local policies and procedures, area and local clinical practices, program proposes and intent, etc., and how they relate to patient care function and overall health delivery objectives.

Incumbent must be familiar with regulations and standards of various regulatory and credentialing group and ability to reconcile contradictory requirements.

Incumbent must recognize the different function and motivations of various personal and community groups in health care delivery systems and ability to communicate effectively with each in order to gather information, presents recommendations and coordinates services.

Incumbent must understand the importance and application of the Privacy act and HIPAA.

CONDITIONS OF EMPLOYMENT:

Prior to your start of employment, you must supply these documents: Physician License, DEA License and provide a Medical Self Query (within the last 10-days).

Will be required to complete a credentialing/privileging application.
