



### **Medical Center Director**

**DEPARTMENT:** Wassaja Memorial Health Center

**SUPERVISED BY:** General Manager

#### **DEFINITION & PURPOSE:**

Responsible for the day to day operation of a multi-provider health center. Provides medical care, diagnosis and treatment to patients of the Wassaja Memorial Health Center, and oversees quality and appropriateness of medical care provided at both the clinic and by outside vendors

#### **ESSENTIAL FUNCTIONS:**

Essential functions may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class

#### **DUTIES & RESPONSIBILITIES:**

- Administrative management responsibilities for all medical programs.
- Collaborates with medical and community health staff to establish, implement, evaluate and develop departmental programs, goals, policies and procedures.
- Assists departmental directors to develop and implement disease management programs to address high risk populations.
- Responsible for developing, presenting, and justifying program budget requests. Monitors budget and funding provided for department operations.
- Participates in the recruitment and selection of participating health care professionals and other ancillary staff.
- Oversees compliance with federal regulations and Contract/grant program guidelines.
- Responsible for development and presentation of department reports
- Assures that adequate staff and resources are contracted for the provision of medical and behavioral health services.
- Member of Health Board and Medical Trustees
- Works with Indian Health Services, local, state and Public Health Service agencies.
- Attends regularly scheduled local, state, and national conferences.
- Works cooperatively with other departments of the Fort McDowell Yavapai Nation
- Meets regularly with Clinical and Behavioral Health Staff, Health Board, Medical Trustees, General Manager, Tribal Council and the Community to develop and implement department programs and evaluate program outcomes.
- Examines patients to determine nature of illness/problem; orders and evaluates medical tests; orders and prescribes medicines and treatments appropriate to the situation; assesses treatment results and determines success of treatment; monitors patient progress; consults with other health care professionals; responds to requests from families to provide information and assistance; provides medical and treatment education and information.

#### **SKILLS, ABILITIES & KNOWLEDGE:**

- Knowledge of the principles and practices of medical diagnosis, treatment and prescribing drugs;
- Knowledge of accreditation and performance improvement requirements and duties;
- Knowledge of available medical services and programs;
- Knowledge of Indian Health
- Knowledge of medical research techniques and sources utilizing research systems;
- Knowledge of basic principles of budget development and presentation;
- Knowledge of the principles of management/supervision/administration, personnel management, record keeping;
- Knowledge of grant and contract funding
- Skill in assessing and diagnosing complex medical and related symptoms;
- Skill in applying medical treatment plans to individual cases;
- Skill in performing and applying medical research findings to appropriate cases;
- Skill in effectively and efficiently managing a high patient care case load consisting of a variety of medical situations;
- Skill in utilizing a computer with word processing, database, and spreadsheet software;
- Skill in establishing and maintaining effective and cooperative working relationships with other departments of the Fort McDowell Yavapai Nation, other local, state and Federal agencies, contractors, vendors, patients, their families and other interested parties.

**MINIMUM QUALIFICATIONS & EDUCATION:**

Degree: Doctor of Medicine, Doctor of Osteopathic Medicine or equivalent from an accredited school in the United States or Canada.

Applicants must possess a current, active, full, and unrestricted license or registration as a Physician from a State, the District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States.

Applicants must have 5 years experience. Some examples of this qualifying experience are:

- Experience in making decisions relative to consultation with members of medical and institutional staff.
- Experience in providing clinical care, interviewing prospective physicians and mid-level practitioners, supervising Physicians, and evaluating patient care through an ongoing quality assurance program that identifies problems and their resolution.
- Experience in providing clinical oversight and is responsible for all health care delivered.
- If applicable, credit will be given for paid and unpaid experience. To receive proper credit, you must show the actual time (such as the number of hours worked per week) spent in activities.
- Working knowledge of Indian Health Services, federal, state and local health regulatory policies and guidelines preferred.

**PAY RATE** To be determined (DOE)

**POSITION STATUS:** Regular, Full-Time

**OPEN DATE:** **September 4, 2018**      **CLOSE DATE:** **October 2, 2018**

**SUBMIT RESUME/CV TO:** Fort McDowell Yavapai Nation Human Resources Dept.  
 Attn: Recruiter  
 PO Box 17779  
 Fountain Hills, AZ 85269  
 Phone: 480-789-7138  
 Fax: 480-816-0419  
 Email: [recruiter@ftmcdowell.org](mailto:recruiter@ftmcdowell.org)

INDIAN PREFERENCE:

Preference will be given to qualified applicants who are members of federally recognized Indian tribes. To be considered for Indian Preference, you must submit your Certificate of Indian Blood (CIB) with your application.

**WILL BE REQUIRED TO PASS A PRE-EMPLOYMENT DRUG SCREEN  
AND COMPLETE A BACKGROUND CHECK  
WHICH WILL REQUIRE FINGERPRINTING**