



## Position Description

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<b>Position Title:</b>	Primary Care and Addiction Medicine Physician	<b>Reports To:</b>	Jamestown Healing Clinic Medical Director
<b>Department:</b>	Healing Clinic 750	<b>Job Category:</b>	Exempt

## Position Summary

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The Jamestown Healing Clinic (JHC) Primary Care and Addiction Medicine Physician will be responsible for caring for the medical needs of patients with opiate use disorders, maintaining accurate and current medical records, and collaborating with other members of a multidisciplinary treatment team. This position will work as part of a team for an integrated care clinic using a harm reduction model that combines primary care, dental, behavioral health, and opiate use disorder treatment. This position will provide medical management of opiate use disorders and primary medical care to those enrolled in the Jamestown Healing Clinic Opiate Treatment Program.

## Essential Functions

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- Provides primary care and substance use disorder treatment to patients of JHC to include prescription of medications, referrals, and education/counseling
- Diagnoses and treats complex, unstable, comorbid, episodic, or emergency conditions in collaboration with other health care providers as necessary
- Provides medical services including taking a history and physical examination for patients enrolled in the opiate treatment program and performs appropriate follow-up visits
- Develops treatment plans, based on scientific rationale, standards of care, and professional practice guidelines
- Accurately and efficiently monitors dosing of Methadone Buprenorphine or other medications
- May manage primary care health issues that arise during treatment for opioid use disorder. This may include treatment of Hepatitis C, basic wound care, URI, HTN, or asthma
- Provides general health counseling services and follows the progress of patients; makes appropriate records of findings during examinations
- Educates patients regarding how to take prescribed medication and possible side effects; provides education about the use of Narcan
- Adhere to all JHC policies and procedures, including but not limited to standards for safety, and work practices as described in the Occupational Exposure Control Plan, HIPAA, and 42

- CFR part 2
- Other duties as assigned by the Medical Director or Executive Director

## Requirements

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- Graduate of a medical school accredited by the Liaison Committee on Medical Education
- Doctor of Medicine (MD) or Doctor of Osteopathy (DO) degree
- Unrestricted medical license to practice in Washington State
- Current DEA Certificate without restrictions
- Previous substance use disorder treatment and/or primary care experience
- Knowledge of the current medical practices in primary care, mental health, and addiction medicine
- Management of common infectious diseases such as STIs and Hepatitis C,, family planning and familiarity with prenatal care
- Demonstrated clinical competence in the provision of patient care, pain management, and medication administration
- Maintain BLS Certification
- Knowledge of the information and techniques needed to diagnose and treat human injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures
- Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions
- Ability to work in a cross-culture environment, understands the social and cultural context of the patients at the JHC. Understanding the role of trauma, historical, community, family, and personal in wellness and recovery
- Understands and adheres to state (RCW, WAC) and federal confidentiality regulations (42 CFR part 2, HIPAA)
- Must always conduct self ethically and professionally
- Effective communication; written, verbal, and interpersonal skills, including conflict resolution
- Experience and knowledge of electronic health records
- Knowledge of Local, State, and Federal Laws and Regulations
- Computer proficiency in Microsoft Word, Excel, and PowerPoint
- Excellent organization skills and the ability to prioritize multiple tasks
- Effective time management, decision-making, and problem-solving skills
- Demonstrate initiative, work independently with little supervision
- Must be able to successfully pass a criminal background investigation
- Uphold all current vaccine requirements for employment
- Ability to travel locally and regionally as assigned
- Valid Washington State Driver's License

## Preferred Qualifications

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- Comfort with Epic and/or Methasoft electronic medical records
- Knowledge of office administrative operations, including personnel management, and

- compliance
- American Indian/Alaska Native preferences apply

## Physical Requirements/Working Conditions

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- Adequate hearing for stethoscope and telephone use, and to perform the position's essential functions
- Must be available to work any shift (to include all hours, weekends, and/or holidays as job duties require)
- Must be able to lift, push and carry up to 25 lbs. unassisted
- Physical ability to access all areas of the property applicable to your position
- Must be able to withstand prolonged standing, sitting, walking, bending, climbing, squatting and twisting without restriction
- Requires eye/hand coordination and manual dexterity; ability to distinguish letters, numbers and symbols
- Must have the ability to reach at or below/above shoulder level on a continuous basis
- Must be able to work in a fast-paced, busy, and somewhat stressful environment and maintain physical stamina, proper mental attitude while dealing effectively with patients, management, team members, and outside contacts while working under pressure and meeting deadlines

## Acknowledgement

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The purpose of this position description is to communicate the responsibilities and duties associated with this position. While the following information should be considered a comprehensive description of this position, it should also be noted that some responsibilities and duties may not be specially addressed.

Every employee is expected to perform any reasonable task or request that is consistent with fulfilling company objectives. Jamestown S'Klallam Tribe reserves the right to modify the job duties and responsibilities as business requires. This job description does not constitute a written or implied contract of employment.

It is imperative that you review these duties, skills, and physical requirements closely and that you understand that by signing the Job Description Acknowledgement below, you are verifying that you can perform all duties, have the skills, and possess the physical abilities that are necessary to perform the job as described.

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

Signature: \_\_\_\_\_

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