



# K'IMA:W MEDICAL CENTER

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*An Entity of the Hoopa Valley Tribe*

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We operate an ambulatory medical clinic located on the Hoopa Valley Indian Reservation, partially funded by the Indian Health Service. The clinic is solely owned and operated by the Hoopa Valley Tribe. We are a Joint Commission accredited ambulatory clinic and behavioral health unit (most recently passed the survey in 2021), with our Patient Centered Medical Home accreditation. Our primary programs and services consist of outpatient medical, dental, pharmacy, outreach services, senior nutrition, ambulance service, a grant funded diabetes department, and behavioral health unit (which includes mental health and substance abuse).

Hoopa is located on the beautiful Trinity River in Northern California coastal mountains. Hoopa is a small community of approximately 4,500 residents: primarily Native American. Our clinic services are open to the public.

The position is a full-time, regular staff position that includes benefits such as: a 401(k) Safe Harbor Plan (100% vested, KMC up to 4% match); 13 paid holidays; medical, dental, vision, and life insurance; vacation leave of 8 hours per month, increases based on years of service; and sick leave of 8 hours per month (static).

Hours of work are Monday through Friday, 8AM to 5PM. Work weeks are based on 80-hour pay periods, and employees are paid every other Friday.

**Job Title:** Physician – Family Practice

**Department:** Medical

**Reports To:** Medical Director

**Salary Level:**

**FLSA Status:** Exempt

**Approved By:** Chief Executive Officer

**Approved Date:** April 2018

**SUMMARY:** Provides outpatient care. Pursuant to Rural Acute Care Hospital standards. Conducts regular outpatient clinics and general medical and pediatric, examinations, diagnosis, and treatment of patients. Determines when the services of a specialist are needed to treat unusual cases. Analyzes the clinical records of patients to determine preliminary diagnosis, affords professional care to patients, obtains necessary consultation for cases presenting difficulty in diagnosis of treatment, and authorizes admission of patients to acute care hospitals for emergency medical care and surgery. Participates in organization meetings to develop new, modify existing, and evaluate medical procedures relative to patient care with objective of improving and increasing the degree of patient care given to patients.

**FUNCTIONS & RESPONSIBILITIES:**

As granted through the K'ima:w Medical Center Credentialing process.

**SUPERVISORY RESPONSIBILITIES:** Provide professional supervision of nurse practitioners and physician assistants in the Medical Department.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**BASIC REQUIRED ABILITY:**

**PUBLIC RELATIONS/ADVANCED INTERPERSONAL SKILLS:** Addresses clients by name; smiles when talking to clients, physicians, peers, and families; answers the telephone courteously and promptly; identifies self and department when answering the telephone using pleasant voice tone/verbiage; possesses excellent listening skills; interacts with clients and peers.

**JOINT COMMISSION RESPONSIBILITIES:** Responsible for helping to prepare, achieve, and maintain accreditation by the Joint Commission. By serving on the various performance improvement subcommittees individual employees are directly involved in the generation or modification of policies & procedures that enable KMC to provide continuously improving healthcare.

**COOPERATION:** Must be a self-starter; seeks solutions; accepts constructive criticism; willing to adjust to changes; loyal to K'ima:w Medical Center.

**PROFESSIONALISM:** Shows pride in personal appearance and grooming; displays a positive attitude about work; respects the confidentiality of clients; and is congenial with public and peers.

**INITIATIVE:** Willing to participate in continuing education programs; asks questions; contributes during staff meetings; serves on K'ima:w Medical Center committees as appointed; demonstrates a desire for self improvement.

**JOB SPECIFIC SKILLS & ABILITIES:**

- Demonstrated ability to perform processes in the delivery of care to specific age groups.
- Theoretical and practical knowledge of medicine.
- Ability to get along well with other staff and patients, including those of other cultural background.
- Ability to make appropriate referrals to other specialists / service.

**EDUCATION and/or EXPERIENCE:**

A Doctor of Medicine or a Doctor of Osteopathy from a school in the United States approved by a recognizing body in the year of applicant's graduation; or a Doctor of Medicine, or an equivalent degree from a foreign medical school which provided education and medical knowledge substantially equivalent to accredited schools in the United States. Subsequent to obtaining a Doctor of Medicine or a Doctor Osteopathy degree, must have had at least one year of supervised experience providing direct services in a clinical setting, i.e., a one-year internship or the first (transitional) year of a residency program in an institution accredited for such training in the United States.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Must possess a permanent, current, full and unrestricted license to practice medicine in the United States.

**CONFIDENTIALITY:** Employee must be aware of and adhere to Ki'ma:w Medical Center's Confidentiality Policy and deal appropriately with patient confidentiality at all times.

**CONDITIONS OF EMPLOYMENT:** Employee is subject to baseline and random drug testing per the Hoopa Tribal Drug & Alcohol Fit for Duty Policy. Employee will serve a 90-day introductory period. Employee is subject to introductory and semiannual performance evaluations. Preference will be given to qualified Indian applicants pursuant to the Tribe's TERO Ordinance.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to blood-borne pathogens, airborne formites, infections and other contagious diseases. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, outside weather conditions, and travel status (out of local area). The noise level in the work environment is usually loud.

**ANNUAL TRAINING REQUIREMENTS:** At a minimum Employee is required to be certified for 1) Health Stream courses and 2) CPR, PALS, ACLS every two years.

To apply, visit <https://www.kimaw.org/jobs>.

You can also email Hayley Hutt, Recruitment Specialist at [Hayley.hutt@kimaw.org](mailto:Hayley.hutt@kimaw.org).