



# Skokomish Indian Tribe

Tribal Center (360) 426-4232

N. 80 Tribal Center Road

FAX (360) 877-5943

Skokomish Nation, WA 98584

## CONTRACTUAL FOR SERVICE

**POSITION TITLE:** CONTRACTED PEDIATRICIAN

**SUPERVISOR:** HEALTH ADMINISTRATOR

**SALARY** \$700-\$1000 PER DAY DOE

**NATURE OF WORK:** The Pediatrician is a professional physician who is specifically trained and educated to provide superior care to infants and children specializing in carrying out the diagnosis, treating disorders and diseases in infants, minors, and adolescents. Works with a team of health professionals to facilitate, promote and build awareness within the tribal community on the types of medical and oral health care needs of children.

### **REPRESENTATIVE JOB DUTIES:**

1. Counseling and guiding patients and their parents or guardians regarding diet, essential activities for treating complications, hygienic, and disease preclusion.
2. Collecting, recording, and maintaining details of the patient's information like clinical history, reports, and test outcomes.
3. Analyzing patients on a regular basis to evaluate their physical and mental growth and development.
4. Pediatricians also have to perform and interpret diagnostic examinations to get essential data of the patient's medical condition.
5. Explicating processes and procedures, and discussing exam outcomes or suggested treatments with patients and their caretakers.
6. Supervising the condition of patients, and altering and reassessing treatments as necessary.
7. Planning and executing medical care programs to help in the mental and emotional development of infants and teenagers.
8. Dictating or administering treatments, therapies, medications, vaccinations, and other particularized medical care to treat or preclude illnesses, disorders, or injuries in infants and teens.
9. Directing the patient to a medical specialist or other practitioner as and when required.
10. Treating adolescents who are suffering from minor maladies, acute and chronic health complications, and physiological and psychological growth and development issues.
11. Carrying out thorough research in order to examine anatomy and develop or test medications, treatments, or procedures to preclude or control the infection and disease.
12. Directing and coordinating activities of nurses, medical trainees, medical assistants, specialists, therapists, and other clinical staff members.
13. Performing operation procedures on patients to remove, repair, or meliorate the functioning of wounded body parts and systems.
14. Designing, implementing, and administering health programs for clinic, and general communities.
15. Rendering their services to other physicians when needed.

**MINIMUM QUALIFICATIONS:**

1. Must be licensed in the State of Washington to practice Pediatric Medicine.
2. Must have passed National Medical Board Exam
3. Must have successfully passed pediatric certification exam
4. Must pass a finger print background.
5. Must pass pre contractual drug screening
6. Must have computer skills and willingness to learn organization computer RPMS system (Patient data management system)

**Behavior standards:** Respectful, courteous, and friendly to customers, other tribal employees, and tribal leaders. A team player that helps the organization meet its objectives. Takes initiative to meet work objectives. Effective communications with customers and other tribal employees. Gets along with co-workers and managers. Positively represents the tribe maintaining the trust Skokomish residents have place in each of us. Demonstrates honesty and ethical behavior.

**CONFIDENTIALITY:** The employee will be required to sign a confidentiality agreement. Violation of this agreement can result in immediate dismissal.

**DRUG-FREE WORKPLACE POLICY:** The Skokomish Tribe is committed to providing a drug-free workplace for its employees, volunteers and the community it serves. By Skokomish Tribal policy, this position requires pre-employment drug testing.

**PREFERENCE:** The Skokomish Tribe’s Indian Preference Policy applies to this position. First preference will be given to qualified, enrolled Skokomish tribal members. Second preference will be given to qualified Native American applicants who provide proof of enrollment in a federally recognized tribe. Applicants not entitled to, or who fail to claim Indian Preference, will receive consideration without regard to ethnic/national origin, marital status, sexual orientation, religion, disability status, or membership in the tribal organization.

**APPLICATION INSTRUCTIONS**

1. **Application filled in completely (Do not write see resume)**
2. **Copies of medical licenses**
3. **Cover letter identify why you feel you are qualified for this position**
4. **Current resume and three work related references**

**JOB DESCRIPTION APPROVAL:**

CEO: \_\_\_\_\_

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

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

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