



## **JOB DESCRIPTION**

**\*\*\*SENSITIVE\*\*\***

**Job Title:** Medical Director  
**Dept./Division:** Health Division  
**Unit:** Health Services  
**Job Family/Class:** Management Series  
**Supervised By:** Health Services Executive Director  
**Employee Type:** Salary  
**Pay Grade:** DOE

### **NATURE OF WORK:**

The Medical Director of the Pascua Yaqui Health Services Department (PYHSD) provides the medical care perspective and knowledge of clinical care issues to guide decisions concerning health care objectives, program management, and resource allocation. The incumbent is responsible and accountable for: planning and assessment, identifying goals and targets, drafting policies and procedures, providing oversight to implement plans, serving as a liaison to ensure collaboration for the programs. This position serves as the Medical Director for the Yoeme Health Plan, Centered Spirit Program TRBHA, and New Beginnings Opiate Treatment Program.

### **ESSENTIAL FUNCTIONS:**

- Supervise staff to include: prioritize and assign work, conduct performance evaluations, ensure staff is trained, ensure that employees follow policies and procedures, maintain a healthy and safe working environment, and making hiring, termination, and disciplinary recommendations. This includes having sapiential authority over medical provider staff, in medical policies and procedures, which may not under the direct line of supervision.
- Assure PYHSD Clinical programs operate within acceptable legal, regulatory, and ethical guidelines.
- Assure PYHSD Clinical programs maintain an ongoing monitoring system to ensure the provision of quality standards of care.
- Serve as the Medical Director of the Centered Spirit Program, a Tribal Regional Behavioral Health Authority under the Arizona Department of Health Services.
- Responsible for ensuring program compliance with federal guidelines and requirements and acts as the Medical Director of the New Beginnings Opiate Treatment Program in compliance with DEA, CARF, and SAMHSA requirements.
- Serve as the Medical Director for the Yoeme Health Plan, working in collaboration with YHP Staff in determining coverage of medical care for YHP members for Pima County and Maricopa County members.
- Coordinate and supervise clinical programs sponsored by PYHSD, including but not limited to, the Behavioral Health Program (Centered Spirit), New Beginnings Opiate Treatment Program, Community Health Nursing Program, the Alternative Medicine Program, HIV/AIDS Prevention Program, and the Diabetes Prevention Program, this include an office in Guadalupe, Arizona.

- Meet regularly with supervisors or managers of each clinical program listed above to review progress towards goals and to address issues and problems.
- Participate in the drafting, development, revision, and approval of policies and procedures for PYHSD clinical programs. Along with the Health Services Executive Director, approves such policies and procedures.
- Participate in the monitoring of all programs for cost effectiveness.
- Participate in the improvement of organizational structure and enhance communication to ensure departmental goals clearly defined, understood, and communicated with employees.
- Facilitate communication between PYHSD and the Tucson medical community.
- Maintain regular communication with El Rio Chief Clinical Officer, El Rio Pascua Clinic Medical Director, clinic manager, and staff on issues relevant to the medical care of Pascua Yaqui Tribal members. This includes the coordination of care with contracted specialty providers.
- Participate in reviews of RPMS Health Information Records to monitor quality of health care delivery to Tribal members.
- Participate in IHS activities and programs to evaluate present and future health care planning for Native American Health Facilities, developing and implementing contracts with providers for primary and specialty health care for Tribal Members.
- Consult or collaborate on Health Department on Clinical Accreditation and research projects.
- Perform other duties of a similar nature or level as requested by the Health Services Executive Director.

### **ESSENTIAL KNOWLEDGE AND SKILLS:**

#### **Knowledge of:**

- In-depth knowledge and skills in area of professional licensure;
- Tribal, state, and federal regulations regarding healthcare maintenance;
- Medical protocols, procedures and standards of care;
- Medical records and clinical documentation standards, HIPAA guidelines;
- Standards of excellence in health care delivery;
- Supervisory principles;
- Accreditation requirements and procedures or willingness to learn;
- Regulatory and procedural issues pertaining to a variety of health care disciplines and public health programs, including agency policies which include but are not limited to; with DEA, CARF, SAMHSA, the Yoeme Health Plan, OTP, and TRBHA;
- ICD-10, CPT Coding;
- Affordable Care Act (ACA) regulations as it pertain to medical coverage;
- Advanced management skills; which include budgeting, presentations, conflict resolution, project planning and development and communication of organizational goals;
- Clinical operations and practices;
- Empowerment supervisors/managers to encourage decision-making; support supervisors/managers as they develop managerial skills; and resolve personnel issues where appropriate.
- Yaqui culture, customs, resources and traditions and/or a willingness to learn.

#### **Skills in & Ability to:**

- Demonstrate and advocate for excellence in medical care standards;
- Monitor and evaluate employees;
- Prioritize and assign work;

- Perform clinical health assessments, diagnosis, and treatment;
- Manage clinical operations;
- Manage multiple priorities simultaneously;
- Analyze and develop policies and procedures;
- Guide program planning and development;
- Analyze organizational and operational problems and develop timely and economic solutions; ensure compliance with applicable federal, state, and local laws, rules, and regulations;
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals;
- Analyze, interpret, and understand technical and statistical information;
- Mediate and resolve conflicts and problems;
- Clearly document medical records in an electronic format;
- Demonstrate cultural competency; interact and maintain good working relationships with individuals of varying social and cultural backgrounds; work with diverse populations;
- Understand and protect patient confidentiality;
- Handle multiple tasks and meet deadlines; work in a fast-paced work environment; and work independently, as well as part of a team;
- Operate a variety of office equipment, including a computer and related software applications;
- Demonstrate good communication and interpersonal skills as applied to interaction with co-workers, supervisor, management, Council members and the general public;

#### **TRAINING AND EXPERIENCE:**

- M.D. or D.O. required and completed residency training in any medical specialty;
- Four (4) years of experience in an outpatient care setting preferred;
- Managerial experience in a health care setting required;
- Training or experience in public health or program development preferred;
- Work history with Native American population is preferred;
- Bilingual English/Spanish is preferred.

#### **LICENSING REQUIREMENTS:**

- Must possess and maintain a current, active license to practice Medicine. Failure to maintain a current MD or DO Licensure will result in removal from this position;
- Must possess and maintain a current, active Drug Enforcement Administration (DEA) Certificate with ability to prescribe Schedule II controlled substances. Failure to maintain a current DEA registration up to and including Schedule II substances will result in removal from this position;
- Must possess and maintain a valid Arizona Driver's License.

#### **BACKGROUND CHECK:**

- Must have a current Level 1 Arizona Clearance Card. Failure to maintain a current Level 1 Clearance Card will result in removal from this position;
- Must provide at least three (3) business related reference letters;
- Must pass a background check and drug test; fingerprinting requirement determined by funding and sensitivity of position.

*Applicants and employees may be subject to criminal background and character investigation in accordance with applicable federal laws including, but not limited to: Indian Child Protection and Family Violence Prevention Act (25 U.S.C. Section 3201), Minimum Standards of Character and Suitability for Employment (25 CFR 63), Section 231 of the Crime Control Act (P.L. 101-647), and Child Care Worker Employee Background Checks (42 U.S.C Section 13041).*

**TRIBAL VEHICLE USE POLICY NOTICE:**

This position may require the use of personal, GSA or Tribal vehicle for Tribal business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for Tribal business will be prohibited if the employee is not authorized to drive a Tribal vehicle or if the employee does not have personal insurance coverage. **Failure to maintain a driving record that would allow you to drive Tribal or GSA vehicles may result in removal from this position.**

**PHYSICAL REQUIREMENTS:**

Positions in this class typically require: finger dexterity, feeling, talking, hearing, seeing and repetitive motions.

**Light Work:** Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

**This position could require the Incumbent to work non-traditional hours, nights and weekends.**

*This description is intended to be generic in nature. It is not intended to determine specific duties and responsibilities or restrict management's right to assign or reassign, direct the work of employees under their supervision. Essential functions may vary based on the specific tasks assigned to the position.*

Review and Approved by:

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Department Head and/or Designee

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Date

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H.R. Manager/Classification & Compensation

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Director

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Date