

Ilanka Community Health Center
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10,000 years in our Traditional Homeland, Prince William Sound, the Copper River Delta, & the Gulf of Alaska

Ilanka Community Health Center Medical Director

Team: ICHC

Reports to: Health Administrator

FLSA Status: Exempt

Salary Range: DOE

Schedule: Part-Time, Flexible

Last revised: March 2023

The Medical Director provides medical expertise and leadership for ICHC clinical staff, participating in program oversight and strategic development of clinic services. This position represents Native Village of Eyak to HRSA, IHS and other government agencies, working closely with the Health Administrator and Clinical Services Director to ensure quality provision of services.

Responsibilities/Duties:

- Interacts directly with the Health Administrator, clinical staff, and government agencies as a part of the executive team.
- Provides clinical leadership to ensure provision of safe, effective, and cost-efficient services.
- Contributes to the development and refinement of medical workflow processes to ensure procedural efficiencies.
- Supervises Medical Provider staff including hiring, performance management, and retention.
- Oversees clinical peer review process, identifying trending, training opportunities and adherence to medically acceptable practices.
- Oversees Quality Improvement/Quality Assurance program, providing clinical input on medical policy reviews and development, as well as utilization reviews.
- Participates in Risk Management program.
- Provides guidance and oversight to program development.
- May participate in credentialing and privileging process.
- May provide primary health care services for patients.
- Most administrative work can be performed remotely. Requires quarterly on-site attendance to accomplish required QI/QA, Risk, and Peer Review activities. Regulatory site visits may require additional on-site participation.
- Supports all functions that attain and maintain compliance with regulatory or funding agencies.

Competencies:

- Demonstrated competency working within a clinical setting, effectively manage patient care to improve outcomes.
- Proven ability to develop and maintain positive working relationships with community and provider partners.
- Utilizes strong communication and facilitation skills to resolve issues and achieve desired outcomes.
- Basic knowledge of health insurance industry, state and federal regulations, provider reimbursement methods and evolving accountable care and payment models.
- Strong orientation to the application of data in managing health and quality.
- Proven ability to develop creative strategies to accomplish goals and objectives, plan and execute complex projects and programs and drive results across internal teams and/or external partners.

Licensure Requirements:

- MD or DO degree, at least 5 years clinical experience.
- Board certified with active, unrestricted State of Alaska license.
- DEA license.
- BLS or CPR Pro required, ACLS, and PALS certification recommended.

Work Environment:

- Regularly sit for long periods of time to complete work.
- Regularly write, operate a keyboard, use computers, office machines or otherwise create, communicate and store electronic and paper data and correspondence.
- Regularly use high level of cognitive function to synthesize a variety of environmental cues and data to understand job functions, make independent decisions and complete tasks.
- Provision of clinical services routinely involve a potential for mucous membrane or skin contact exposure to blood, fluids or tissue. Use of personal protective equipment (PPE), when appropriate, is required.

Disclaimer:

Nothing in this job description restricts NVE's right to assign or reassign duties and responsibilities to this job at any time.

Employee Signature

Date