



# Native American Health Center

OAKLAND • SAN FRANCISCO • ALAMEDA • SACRAMENTO  
Administration Department  
3124 International Boulevard • Oakland, California 94601  
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HumanResources@nativehealth.org

## JOB DESCRIPTION

**POSITION:** Medical Director  
**DEPARTMENT:** Medical Department – East Bay  
**LOCATION:** Native American Health Center, Inc.  
2950 International Blvd., Oakland, CA 94601  
**REPORTS TO:** Executive Director  
**STATUS:** 100% FTE (Full Time), Non-Union, Exempt  
**SALARY:** Negotiable

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### **Position Summary:**

The Medical Director is an Administrator/Clinician who, in addition to providing direct patient care to patients, will provide leadership and guidance for the agency-wide and department quality assurance program. In conjunction with the Executive Director, he/she will take an active lead in guiding the clinic toward accreditation. The Medical Director's objective will be to improve access to the quality of care provided at Native American Health Center, Inc. (NAHC) and to direct the overall medical program of NAHC.

### **Duties and Responsibilities:**

#### **Program planning, implementation, and evaluation:**

1. Represents the Medical Department in the strategic planning of the agency including the expansion of specialty services on site.
2. In conjunction with the Executive Director, implement and direct a committee that will focus efforts to become an accredited institution.
3. Advance the efforts to institute electronic medical records in the agency.
4. Participation in budget planning for the medical department in conjunction with the Executive Director, Fiscal and Administration departments.
5. Coordinate review and updating of all medical department policies and procedures and protocols annually.
6. Ensure written documentation of aforementioned tools.
7. In conjunction with the Executive Director, establish and assist to ensure medical deliverables are met, as set forth by various medical department grants/contracts.
8. Act as the medical department representative on all Administrative/Executive level meetings and committees.
9. Lead clinical staff meetings.

#### **Quality Assurance:**

10. Establishment of quality assurance program pursuant to written quality assurance procedures; maintenance of medical quality in accordance with the agency's quality assurance program.

11. Quality assurance includes reviewing professional credentials and delineating the roles and responsibilities of the medical staff. These should be reviewed annually in conjunction with the annual staff evaluation and annual clinic goals.
12. Oversee and coordinate peer review for all clinical providers
13. Conducts ongoing utilization review, including prescribing and ordering practices of providers.

**Supervision of medical provider staff:**

14. Provide supervisory and teamwork services in support of clinic operations.
15. Supervises all medical providers, including periodic chart review, availability to review complex medical cases, supervision of patient care and documentation of all providers, particularly during the probationary period.
16. Supervises Clinic Nurse Manager.
17. Oversees/conducts recruiting, interviewing, hiring and performance evaluations of all providers and Clinic Nurse Manager.
18. Promote and encourage teamwork and overall morale for entire department.

**External Liaison/Coordination Activities:**

19. Participation in community health services (CHS) through supervision of the High Risk Case Manager/Community Health Educator. Review and update of the CHS manual and other appropriate medical support for the CHS program.
20. Represents Native American Health Center at external meetings, including those at the Alameda Health Consortium, Alameda County Health Care Services, etc

**Patient Care:**

21. Provide up to eight hours of urgent patient care (not continuity care) a week.
22. Fill-in on in as needed bases.
23. Provide comprehensive patient care, including taking patient history, performing physical exam, making an assessment, ordering appropriate diagnostic studies and treatment, as well as overall coordination of care for patients of Native American Health Center.

**Additional:**

24. Other duties as assigned.
25. The employee shall work well under pressure, meet multiple and sometimes competing deadlines. The employee shall at all times demonstrate cooperative behavior with supervisors, subordinates, colleagues, and clients.

**Minimum Qualifications:**

1. Must be a licensed Medical Doctor in the State of California.
2. Board certified or board eligible in your specialty.
3. Have special knowledge in the area of preventative medicine.
4. Have knowledge or willingness to learn about American Indian People and their various community resources.
5. Have ability to related effectively to and negotiate with community interest groups, funding agencies, political influence groups and health professionals.
6. Extensive administrative and personnel management experience; ability to direct, organize, delegate, control and plan for the medical department.

**Preferred Qualifications:**

1. Experience in Community Health or public health system.

2. Board certified or board eligible in family practice.
3. Administrative background in community health planning and services is highly favorable for this position

**Benefits:**

Native American Health Center (NAHC) considers our employees to be our most valuable resource and offers an excellent benefit package: competitive salaries, personal time off (PTO) program, and an employer contribution 403(b) retirement plan to full-time regular status employees. We also provide medical, vision, dental and group term life insurance coverage for employees and their dependents—with a percentage of employee contribution. Employees are also eligible for a discounted membership to the Healthy Nations Wellness Center.

**Note to Applicants:**

*Please be advised a post job offer, pre-employment Physical and TB test are required as a condition of employment.*

*Additionally, you may be asked to get a Department of Justice Fingerprinting clearance as a contingency for an offer of employment. Criminal clearances are obtained to protect the welfare and safety of clients receiving services at NAHC.*

Preference in hiring is given to qualified Native Americans in accordance with the **Indian Preference Act** (Title 25, US Code, Section 472 and 473). Applicants claiming Indian Preference must submit verification of Indian certified by tribe of affiliation or other acceptable documentation of Indian heritage.

**EQUAL OPPORTUNITY EMPLOYER:** Within the scope of Indian Preference, all candidates will receive equal consideration without regard to race, color, gender, religion, national origin or other non-merit factors.

**Age Discrimination in Employment Act (ADEA):** Native American Health Center abides by the mandates of the ADEA (protecting individuals 40 years and older) and considers age a non-merit factor in all employment decisions and considerations.

**Americans with Disabilities Act (ADA):** Native American Health Center abides by the mandates of the ADA and considers disability a non-merit factor in all employment decisions and considerations. Furthermore, NAHC will make any practical, feasible, and reasonable arrangements to accommodate qualified applicants and employees with disabilities.

**If interested, please forward resume and cover letter to:**

**Michelle Shawnego**

**Human Resources**

**3124 International Blvd.**

**Oakland, CA 94601**

**Fax: 510.748.0116**

**Email: [HumanResources@nativehealth.org](mailto:HumanResources@nativehealth.org)**