



## Position Description

**Position Title:** E&T Medical Director  
**Department:** E&T Facility 760

**Reports To:** E&T Executive Director  
**Job Category:** Exempt

## Position Summary

The Medical Director provides strategic clinical leadership and oversight of all medical and psychiatric services at the Jamestown Evaluation and Treatment Facility, a 16-bed residential facility providing 24/7 crisis stabilization and behavioral health services. The Medical Director assures that medical care aligns with Jamestown HealthCARE's mission, values, and standards for quality and safety.

This position supervises psychiatric providers and the Nursing Manager, oversees medical programming and compliance, and ensures the highest standards of patient-centered care. The Medical Director collaborates closely with the Executive Director and other members of the leadership team to implement evidence-based practices, foster continuous quality improvement, and ensure compliance with state and federal regulations. The Medical Director may provide direct patient care via psychiatric intake assessments in addition to individual and group services as necessary.

## Essential Functions

### Medical Program Oversight

- Oversee the development, implementation, and management of all medical programming and services.
- Ensure the provision of high-quality medical and psychiatric care for individuals in acute mental or behavioral health crises.
- Collaborate with the multidisciplinary team to ensure coordinated, patient-centered care and smooth transitions between services.
- Participate in program evaluation and make recommendations for improvement.

### Medical Staff Leadership and Supervision

- Provides clinical oversight for all licensed medical staff, including psychiatric providers, the Nursing Manager, and other medical support personnel as assigned.
- Participate in recruitment, training, and performance management of medical staff.
- Conduct regular performance evaluations and offer constructive feedback to support staff growth and accountability.

- Foster a culture of collaboration, professionalism, and continuous improvement among the medical team.

### **Medical Compliance and Quality Management**

- Ensure all medical operations comply with applicable state, federal, and Tribal regulations.
- Develop and implement medical quality assurance and performance improvement initiatives.
- Contribute to the facility's internal Quality Management Plan and continuous improvement processes.
- Participate in audits, reviews, and inspections as needed to maintain regulatory compliance.

### **Clinical Oversight and Patient Care Standards**

- Partners with clinical leadership to ensure treatment and stabilization services are patient-centered, evidence-based, and culturally appropriate.
- Ensure staff are trained and supported to respond effectively to crises and behavioral emergencies.

### **Legal and Forensic Support**

- Ensure that medical documentation meets standards for accuracy, completeness, and legal sufficiency.

### **Cultural Competence**

- Partner with Tribal representatives to integrate Tribal culture and values into medical care, training, and policies.
- Demonstrate cultural humility and awareness when working with American Indian/Alaska Native patients and families.
- Promote staff understanding of the social and cultural context of those served by the facility.

### **Administrative Duties**

- Provide input into the annual budget process for medical services, including staffing and equipment needs.
- Maintain compliance with Jamestown HealthCARE policies and procedures, including safety standards, infection control, and HIPAA.
- Provide after-hours medical and administrative support as required for the facility's 24/7 operations.
- Perform other duties as assigned by the Executive Director.

## **Requirements**

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### **Education and Experience**

- Doctor of Medicine (MD), Doctor of Osteopathy (DO), or Psychiatric Mental Health Nurse Practitioner (PMHNP) with active Washington State licensure.
- Minimum of two (2) years of psychiatric leadership experience.
- Experience in an inpatient, crisis stabilization, or institutional setting.

### **Knowledge**

- Comprehensive understanding of psychiatric treatment modalities and behavioral health best practices.
- Crisis intervention, de-escalation, and risk management strategies.

- Federal and state laws and regulations including RCW 71.05, WAC standards, 42 CFR Part 2, and HIPAA.
- Clinical quality assurance and performance improvement principles.
- Supervisory and team leadership best practices in medical settings.
- Legal and forensic processes related to voluntary treatment.

## Skills

- Strong clinical leadership and staff management skills.
- Excellent written, verbal, and interpersonal communication skills, including conflict resolution.
- Proficiency in Electronic Health Records (EHR) systems and documentation standards.
- Effective organizational, problem-solving, and decision-making abilities.
- Strong sense of cultural competence and inclusion.

## Abilities

- Work both independently and collaboratively in a fast-paced, high-acuity environment.
- Mentor, guide, and develop medical and nursing staff to achieve professional and organizational goals.
- Exhibit resilience, adaptability, and sound judgment in crisis situations.
- Model ethical, professional conduct and uphold confidentiality.
- Demonstrated initiative with minimal supervision.
- Valid driver's license and ability to travel locally and regionally.
- Successfully pass a criminal background investigation.

## Preferred Qualifications

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- American Indian/Alaska Native preferences apply.
- Experience working with Tribal communities.

## Physical Requirements/Working Conditions

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- Must be available to work any shift, including all hours, weekends, on-call, and holidays as job duties require.
- Must be able to lift, push, and carry up to 25 lbs. unassisted.
- Physical ability to access all areas of the property applicable to your position.
- Must be able to withstand prolonged standing, sitting, walking, bending, climbing, squatting, and twisting without restriction.
- Requires eye/hand coordination and manual dexterity; ability to distinguish letters, numbers, and symbols.
- Must be able to work in a fast-paced, busy, and somewhat stressful environment and maintain physical stamina and proper mental attitude while dealing effectively with patients, management, team members, and outside contacts while working under pressure and meeting deadlines.

## Acknowledgement

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The purpose of this position description is to communicate the responsibilities and duties associated with this position. While the following information should be considered a comprehensive description of this position, it should also be noted that some responsibilities and duties may not be specially addressed.

Every employee is expected to perform any reasonable task or request that is consistent with fulfilling company objectives. Jamestown S'Klallam Tribe reserves the right to modify the job duties and responsibilities as business requires. This job description does not constitute a written or implied contract of employment.

It is imperative that you review these duties, skills, and physical requirements closely and that you understand that by signing the Job Description Acknowledgement below, you are verifying that you can perform all duties, have the skills, and possess the physical abilities that are necessary to perform the job as described.

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

Signature: \_\_\_\_\_

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