Valley Community Healthcare is one of Los Angeles’ larger community-based health centers. Located in the San Fernando Valley with a stellar 44-year reputation, we provided over 60,000 medical visits last year and are looking to expand. Core programs include primary care, pediatrics, adolescent teen health center, dental, optometry and mental and behavioral health. VCH participates in state and local disease collaboratives, and QI programs.

**POSITION:** Associate Medical Director

**REPORTS TO:** Chief Medical Officer

**HOURS:** 40 HOURS PER WEEK (FULL-TIME)

**FLSA STATUS:** EXEMPT

**POSITION SUMMARY**

Under the direct supervision of the Chief Medical Officer (CMO), the Associate Medical Director is responsible for the day-to-day supervision of clinical services as well as providing direct patient care. S/he will supervise clinical staff at North Hills Wellness Center. This position combines direct service with hands-on administrative responsibilities in support of all clinical programs. Working as a collaborative partner with the Chief Medical Officer, the incumbent provides real-time analysis and recommendations for improvement in clinical operations across multiple levels. In addition, the position will work closely with Operations at North Hills to provide efficient high quality health care. The Associate Medical Director may be called upon to represent VCH externally as well.

**DUTIES AND RESPONSIBILITIES UNDER DIRECTION OF THE CHIEF MEDICAL OFFICER**

- Provide direct patient care to patients at the North Hills site.
- Provides supervision of the clinical staff.
- Responsible for setting providers’ schedules including the off-hour “call” schedule. Participate in hiring new providers and the on-boarding/orientation of new.
- Oversees the peer review process for providers at North Hills.
- Oversees the Quality Improvement program for North Hills and its integration with the overall VCH Quality Improvement Program.
- Participates and takes proactive role in customer service related issues and ensures to adhere to the values created by VCH; by continually striving to improve and provides
quality patient care, Provides leadership, vision, and direction in developing new medical service delivery areas for VCH; directs, monitors and evaluates programs, revising and adapting as necessary and/or appropriate; assists in formulation and/or revision of medical program/clinical services policies and protocols.

- Facilitates Clinical Protocols/Guidelines implementation and updates with a focus on quality for patient care. Participates in developing and implementing safety programs for clinical and patient care environment.
- Attends and represents VCH to consultative and advisory bodies; to collaborating agencies, at specific institutions, and at conferences, as requested to enhance collaborative efforts with these organizations and institutions.
- Addresses site provider needs assessment as on-going basis and assists in Provider Staffing Plan as appropriate. Assures adequate staffing, including provider scheduling and room assignments. Works with the HR department in recruiting, screening and hiring of new providers as directed by the Chief Medical Officer.
- Provides overall direction and coordination of continuing medical education, training, and support for health care personnel; chairs provider meetings when needed and collaborates with Director of School based Services for clinical meetings; assists in medical decision-making, as requested and as necessary or prudent.
- Assists in the design, implementation, and evaluation of clinical programs. Assist in planning and supervising new technologies and programs including i2i and EHR. Works collaboratively with other departments for the successful integration of services as appropriate.
- Demonstrates commitment to, and understanding of, VCH’s Service Excellence Standards, by modeling service excellence in all internal and external relationships, addressing service excellence deficits in staff, and in performance of all duties and responsibilities of this position.
- Collaborates with Management Team members, as directed, to develop strategies and policies and provides consultation within scope of responsibility.
- Performs other related duties as may be assigned by Chief Medical Officer and or Chief Executive Officer.

QUALIFICATIONS

- Current, valid license to practice medicine in the State of California and a current DEA certification, required.
- Board Certification in a primary care specialty Knowledge and understanding of mid-level supervision agreement and regulations.
- Demonstrated ability to work effectively independently and as part of a team, in collaborative settings, required.
- Excellent written and verbal communication skills required.
- Demonstrated ability to provide leadership to staff and build the trust and respect of patients, staff, colleagues and external contacts.
- Willingness and ability to work some evenings and weekends, as needed.
EDUCATION AND EXPERIENCE

1. Board certification, in a primary care specialty.
2. Strongly prefer medical administrative experience in a primary health care environment.
3. Previous experience supervising providers and other clinical staff, with demonstrated record of success.
4. Previous experience working within a managed care environment strongly preferred.

APPLICATION: Please submit a resume and cover letter to cceja@vchcare.org or through fax at (818) 763-7231. You may also drop off an application in person at 6801 Coldwater Canyon Avenue Suite 1B North Hollywood, CA 91605.