



Position: Clinical Services Manager – Physician Assistant/Nurse Practitioner
Program: Sexual Health Education Program (SHEP)
Department: Health Services
Reports To: Chief Medical Officer
Compensation: \$130,000 Annually
Status: 100%, Full-Time, Exempt, Management
Probation: 180 days
Benefits: Medical, Dental, Vision; also including Life Insurance, Long-Term Disability, Employee Assistance Program, and a 403(b) Retirement Plan

Center’s Mission:

Building a world where LGBT people thrive as healthy, equal, and complete members of society.

We value:

Respect ~ Excellence ~ Inclusiveness ~ Innovation ~ Integrity

DEPARTMENT SUMMARY: The Los Angeles LGBT Center’s Department of Health Services is one of the nation’s largest and most experienced providers of LGBTQ-specialized primary care and related services. Our mission to help LGBTQ people lead healthier, happier lives is supported by our comprehensive array of client-centered services including primary care, mental health, psychiatry, sexual health, pharmacy, case management, nutrition, clinical research, housing services and a food pantry. The Center is one of a handful of Federally Qualified Health Centers in the nation specializing in serving LGBTQ people.

JOB SUMMARY: As one of the nation’s largest and most comprehensive sexual health programs, the Los Angeles LGBT Center’s Sexual Health and Education Program (SHEP) is responsible for diagnosing, treating and preventing HIV and STDs in Los Angeles, with a special focus on serving LGBTQ communities. The Clinical Services Manager, as the clinical leader in this program, serves a key role in Los Angeles’s battle to end the HIV and STI syndemics. As a working manager, this position provides both sexual health-related medical care as well as clinical and management supervision for other SHEP medical providers.

ESSENTIAL FUNCTIONS:

- 1) Working collaboratively with SHEP clinic staff, provides high-quality care for sexual medicine conditions including diagnosis and management of sexually transmitted infections (STIs), other genitourinary and extragenital conditions which may be confused with STIs, provision of HIV pre and post-exposure prophylaxis (PrEP and PEP), and rapid start HIV treatment in newly diagnosed clients;
- 2) Working collaboratively with SHEP clinic staff, SHEP management and nursing staff ensures the efficient and effective provision of high-quality medical services to patients by all SHEP clinicians;
- 3) Serves a leadership role in programming aimed at ending the HIV epidemic in Los Angeles
- 4) Provides clinical supervision for other providers of sexual health at the Center;
- 5) Provides management supervision for other SHEP providers including planning and leading staff meetings, and staff development;
- 6) In collaboration with SHEP Operations team, ensures timely and low-barrier access to needed sexual health services;
- 7) Works closely with the CMO to develop and maintain current protocols and procedures for diagnosis and treatment of sexually transmitted infections consistent with the Centers for Disease Control and Prevention guidelines;
- 8) Maintain current knowledge of STI trends pertaining to SHEP’s population by reviewing program statistics prepared monthly by SHEP Epidemiologists, similar reports as periodically published by County and State STD programs, CME and conference attendance;
- 9) Continually develops and maintains clinical expertise in sexual medicine;
- 10) Sees regularly scheduled and walk-in SHEP patients within a visit template
- 11) Using the electronic medical record, maintains detailed and timely chart notes and codes visits as appropriate for billing purposes;
- 12) Administers or orders appropriate diagnostic tests;
- 13) Reviews lab results in a timely manner;
- 14) Using a sex-positive, harm reduction approach provides health education to patients regarding STI prevention, including assessment for PrEP;
- 15) Attends bi-weekly meeting and case review with CMO or Medical Director of SHEP;
- 16) Participates in research studies approved by the Center’s Research Department;
- 17) Ensures compliance with the medical aspects of SHEP granting and funding agency requirements;
- 18) Working with Quality Improvement develops and conducts peer review audits and follow-up among SHEP providers;
- 19) Provides program reports as requested;

- 20) Participates in staff meetings, planning meetings and other meetings as needed;
- 21) Participates in advisory committees as appropriate;
- 22) Other duties as assigned;

JOB QUALIFICATIONS AND EXPERIENCE:

- 1) Knowledge of or experience working with the LGBTQ community and familiarity with issues of particular relevance to LGBTQ people;
- 2) A passion for the Center's work and its mission to make the world a better place for LGBTQ people;
- 3) Current license (NP, PA) to practice medicine within California;
- 4) Minimum of two years of clinical experience in sexual medicine;
- 5) Management experience, strongly preferred;
- 6) Current BLS certification;
- 6) Working knowledge of Allscripts Professional EHR, a plus;
- 7) Bilingual skills, a plus (English/Spanish fluency strongly preferred);
- 8) Excellent verbal and written communication skills, including strong organizational and interpersonal skills;
- 9) Demonstrated ability to work effectively with people of diverse races, ethnicities, nationalities, sexual orientations, gender identities, gender expression, socio-economic backgrounds, religions, ages, English-speaking abilities, immigration status, and physical abilities in a multicultural environment.

E-mail cover letter and resume as an attachment to jobs@lalgbtcenter.org website: www.lalgbtcenter.org

Or submit cover letter with application/resume to:

Los Angeles LGBT Center, Human Resources Dept., 1118 McCadden Place, Los Angeles, CA 90038

The Los Angeles LGBT Center is an Equal Opportunity Employer and is committed to fostering diversity within its staff. Applications are encouraged from all persons regardless of their race, color, ancestry, religious creed, national origin, sex, sexual orientation, gender identity, gender expression, medical/physical/mental condition, pregnancy/childbirth and related medical condition, age, marital status, or veteran status.