



<b>Position:</b>	<b>Medical Director of Community Medicine</b>
<b>Department:</b>	<b>Health Services</b>
<b>Reports To:</b>	<b>Chief Medical Officer</b>
<b>Compensation:</b>	<b>\$220,000 Annually</b>
<b>Status:</b>	<b>100%, Full-Time, Exempt, Management</b>
<b>Probation:</b>	<b>180 days</b>
<b>Benefits:</b>	<b>Medical, Dental, Vision; also including Life Insurance, Long-Term Disability, an Employee Assistance Program, and a 403(b) Retirement Plan</b>

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#### **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:** The Medical Director of Community Medicine is primarily responsible for enhancing access to high quality, client-centered medical care among underserved segments of the LGBTQ community of Los Angeles, with a focus on Black and Latinx community members. This position will work to remove barriers and enhance healthcare equity for all segments of our community. As the world's largest LGBTQ organization, the Center is expanding its core primary care services to new sites around Los Angeles, with the intent of better serving communities facing significant disparities in healthcare access and outcomes. The ideal candidate has the capacity to scale services and lead staff through the expansion and daily work in multiple locations. This position will work closely with a multidisciplinary team of healthcare and community outreach professionals to develop, expand and maintain high quality, culturally relevant, comprehensive primary care services at these new sites. The successful candidate will have demonstrated skill in addressing and overcoming medical mistrust among populations with high incidence of negative past experiences in healthcare. The successful candidate will also have demonstrated skill in successfully addressing social determinants of individual health even when important environmental or community causes cannot be impacted.

#### **ESSENTIAL FUNCTIONS:**

- 1) Working collaboratively with clinic staff, provides high-quality comprehensive primary care to an assigned panel of patients seen at four sites throughout central Los Angeles, including but not limited to HIV care, gender-affirming hormone therapy, pelvic health, and sexual health, including PEP/ PREP and STD testing and treatment;
- 2) Using electronic medical record, maintains detailed and timely chart notes and codes visits as appropriate for billing purposes;
- 3) Sees regularly scheduled patients, as well as urgent care and walk-in visits as needed within a schedule template;
- 4) Administers or orders appropriate diagnostic tests;
- 5) Reviews lab results in a timely manner;
- 6) Conducts patient communication as needed via phone or patient portal, either directly or through an assistant;
- 7) Completes prescription refill requests in a timely manner;
- 8) Provides patient education as required;
- 9) Provides necessary referrals for specialty care according to protocols and standards, timely reviews consult reports and speaks with consultants directly as required;
- 10) Orders appropriate in-house referrals to nutrition, case management, adherence counseling and other services as needed;
- 11) Completes patient forms and letters in a timely manner;
- 12) Coordinates with clinical staff to address clients' social determinants of health, including but not limited to food insecurity, housing instability, employment and transportation;
- 13) Continually develops and maintains clinical expertise in relevant fields of medicine, including those listed above;
- 14) Participates in the Clinic's On-Call system and provides coverage for other medical providers when appropriate;
- 15) Provides clinical and management supervision for Advanced Practice Providers as required;
- 16) Develops and maintains health care standards relevant to the focus populations at these sites;
- 17) Supervises clinical care provided by other professionals at these sites and helps educate staff in appropriate clinical care;
- 18) Collaborates with Nursing and Operations to assure a positive patient experience and clinical care;
- 19) Leads and participates in quality assurance and quality improvement activities;
- 20) Works with the Clinical Research Program to help develop assessment tools and interventions striving to address the needs of the focus populations;

- 21) Promotes the programs within and outside the Center;
- 22) Attends and participates in all required staff meetings and trainings;
- 23) 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) Doctor of Medicine M.D. or Doctor of Osteopathic Medicine D.O. degree;
- 4) Licensed to practice Medicine in the State of California;
- 5) Board certified either in Family Medicine, or Internal Medicine with fellowship training in Community Medicine;
- 6) Registered by the federal Drug Enforcement Agency, required, and X-waiver preferred;
- 7) Certification in HIV Medicine, preferred;
- 8) A minimum of five years of experience in primary care;
- 9) A minimum of two years of experience in leading and managing clinical teams, strongly preferred;
- 10) Current CPR certification;
- 11) Demonstrated expertise and passion for working with underserved, medically mistrustful patients;
- 12) Knowledge and understanding of the intersectional issues affecting LGBTQ people with demonstrated expertise and passion for working with Black and Latinx people;
- 13) Working knowledge of Allscripts, Professional EHR, a plus;
- 14) Bilingual skills, a plus (English/Spanish fluency strongly preferred);
- 15) Able to work evenings, weekends, and on-call hours;
- 16) Good verbal and written communication skills, including strong organizational, detail, interpersonal and relationship building skills;
- 17) Access to reliable transportation and the ability to be insured;
- 18) 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.

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E-mail cover letter and resume as an attachment to [jobs@lgbtcenter.org](mailto:jobs@lgbtcenter.org) website: [www.lgbtcenter.org](http://www.lgbtcenter.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.