

Job Announcement



Position Title: Medical Director/Physician
Supervises: Clinic Director & Medical Operations
Reports To: Chief Medical Officer
Written by: Human Resources Department

Department: Administration
FLSA: Exempt
Effective Date: 02/21
Approved by: CEO

Mission Statement: It is our mission to improve the quality of life for the diverse communities of South Los Angeles and Southeast Los Angeles County by providing affordable and comprehensive health care and education in a welcoming and multi-cultural environment. We aim to lead the way in health care in South Los Angeles, as the premier provider and employer of choice offering comprehensive, high quality, affordable, efficient and culturally responsive services.

General Summary:

Provides high quality health care to SCFHC patients and assists the Chief Medical Officer in the achievement of clinical goals, Responsible for management of the day-to-day supervision of the medical care services. Responsible for assuring clinical procedures are continually and systematically followed while providing sound guidance and direction in the absence of the Chief Medical Officer while assuring the highest standard of medical care and compliance with all federal, state, local regulatory and professional guidelines. Manage clinical training services and clinical protocols and procedures.

Essential Duties: (**Essential Functions*)

- Manages the care of patients in collaboration with other health professionals and members of the health care team in order to have an effective integration and coordination of the clinical department; schedules and conducts clinical staff meetings as requested by CMO, orients and mentors all new Physicians and mid-level providers; ensuring clinical staff is continually trained and supervised and that activities of medical staff are coordinated with other operating units of the organization
- Reviews (annually), and maintains medical policies, procedures, and health care delivery to assure quality patient care by the clinical department
- Supervises Clinic Director and enhance cooperation between nurses, physicians and relevant medical departments
- Assists with development of the annual budget for the clinic and other budgets that may be required. Provides inputs for capital projects, equipment investments and facility management
- Works to meet benchmarks and achieve productivity sufficient to maintain qualifications for federal and state funding and GRANT requirements
- Supervises all providers, including performing new hire orientations for clinical staff, conducting peer review process, corrective action counseling, terminations, and approving all requests for leaves of absence, training, special requests. Performs chart reviews for Physicians, PAs, NPs, and RNs and provides training as needed
- Evaluates the coordination of the medical team to ensure the success of the organization
- Ensures that licenses are up to date, thus preventing the prosecution or termination of the organization's services to the public.
- Fosters an environment that promotes SCFHC's Quality Assurance and Improvement Program and is responsible for removing barriers to achieving quality in medical care and for reporting to internal and external committees and entities, as required. Completes periodic quality reviews at all sites while maintain productivity standards within 10% of the practice goal and/or as required
- Completes all required patient documentation in a timely manner and continuously improves work flow procedures to provide high quality health care
- Represents SCFHC in a positive, professional, responsible manner to staff, providers, case managers, and team members
- Demonstrates initiative, exertion, drive, desire for self-improvement, and learning ability for advancement

Other Responsibilities:

- Works collaboratively with other departments, medical community, other health care agencies, professional organizations, government bodies and funders, and represent SCFHC at meetings as necessary or requested for the successful integration of services 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 additional assistance within and outside of clinical arena, as requested and/or as appropriate, to ensure the ongoing success of the organization
- In Chief Medical Officer absence, or when directed by the CEO or Designee: Assumes responsibilities and authorities of Chief Medical Officer, on an interim basis as required to ensure regulatory compliance and the ongoing clinic operations of SCFHC
- Collaborates with Grant Department to seek and write grants related to the clinic department
- Complies with mandatory meetings, health evaluations, certifications and other credentialing requirements
- Follows all SCFHC policies and procedures
- Other duties as assigned

Job Specifications: *(Knowledge, skills, abilities and experience normally required for competent performance)*

Education and Knowledge

- M.D.
- MPH, preferred
- Demonstrate knowledge of safety, infection control & emergency policies and procedures

Experience

- Five years' experience in a primary care medical center: with a minimum of two years' experience in managing health care delivery, directing clinical systems, coordinating patient flow, and clinic-based supervision

Licensure and Certifications

- Current California State Medical License
- Current D.E.A. Certificate
- Board Certified in Internal Medicine
- Current Cardiopulmonary Resuscitation Certificate (CPR)
- ACLS or Advanced Life Support
- Certified by an appropriate American medical specialty board (preventive medicine, family practice, pediatrics, or internal medicine) or Master of Public Health degree from an approved school of public health preferred
- Valid CA driver's license

TO APPLY: Send cover letter & resume to Human Resources at hr@scfhc.org or fax to (323) 432-4877

Deadline: Open until filled