



Herald Christian Health Center

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Medical Director

Herald Christian Health Center (HCHC) is an award-winning Federally Qualified Health Center operating 4 clinics in the San Gabriel Valley and one in San Diego County with approximately 190 employees. The mission of HCHC is to provide quality and affordable holistic healthcare to the low income, the uninsured and the medically indigent among the population of San Gabriel Valley. HCHC patient population is comprised mostly of limited English proficient immigrants from China, Hong Kong, Vietnam and Taiwan.

HCHC is seeking a Medical Director who would like to grow with our health center. As the needs from the community increases, the clinic is searching for a Medical Director who shares in the mission of HCHC and whose heart's desire make a significant difference in the lives of our patients. As a recognized Patient Centered Medical Home (PCMH) by the Joint Commission transdisciplinary care teams continue to improve upon care coordination and treatment plan management of patient population aiming to improve safety, efficiency and quality of patient care. HCHC offers competitive salary with benefits.

Job Summary

The Medical Director is responsible for administering, maintaining and expanding a program of primary and preventive health care services in a community health center setting. The Medical Director oversees the whole medical department and is accountable to the Chief Operations Officer (COO).

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to the following:

A. Direct Care

1. Deliver direct primary medical care consistent with certification

B. Administrative Duties

1. Participates in the development and implementation of the Quality Improvement Quality Assurance (QIQA) Plan, including but not limited to:
 - Oversee all medical aspects of clinical services in conjunction with related to quality of care including charting, provision of exams, tests, diagnosis, treatment, follow up, and drug and device dispensing
 - Ensures the quality of care is in conjunction with the standards of all funding sources, licensing bodies, and internal policies.
 - Plays an active role in QIQA Committee, give recommendations on QI projects and monitor the progress, facilitate meetings of Providers Committee

- Updates and implements the clinical guidelines for treatment for chronic illnesses
 - Conducts chart reviews and peer reviews and submit a report of findings and recommendations to *COO*.
 - Develops, reviews, and implements appropriate Medical Department policies, protocols and procedures which are in compliance with the most current accepted professional standards.
 - Chairs the Credentialing Committee and in this capacity reviews the credentials and clinical privileges requests of physicians and mid-level practitioners
 - Supervises, advises, counsel sand conducts performance review of physicians and mid-level practitioners
 - Delegates the medical services that can be provided by the physician assistants and nurse practitioners
 - Develops and maintains afterhours on-call list
 - Participates actively as a member of the leadership team in meeting and activities and projects.
2. Others include but are not limited to:
- Assist in the provision of continuing education, on-the-job training, and the orientation of medical staff as requested.
 - Participate in short and long term program planning for the Medical Department and the corporation, including development of goals and objectives.
 - Provide consultation to COO and the Board of Directors regarding medical department issues.
 - Travel when necessary to fulfill the Medical Department's needs and attend meetings as necessary to represent the corporation and/or the Medical Department.
 - Assist in the coordination and integration of the medical programs and services with other corporation programs and services for the welfare of the patients.
 - Participate in recruitment/retention activities of the Medical Department as necessary.
 - As directed by the COO, perform other related and/or necessary tasks to achieve organizational and programmatic goals and objectives.
 - Participate in the preparation of grant applications for the corporation.
 - Review productivity report with management team.

C. Staff Development

- Participate in peer review
- Attend staff/department meetings
- Participate in conferences and trainings including out-of-state ones as arranged by the corporation

Minimum Qualifications:

- Must be a graduate of an Accredited School of Medicine and have completed training internship and residency as required by California Licensure
- Must be licensed by the State of California Medical Board
- Board Certified in Family Practice or Internal Medicine
- Must possess current DEA registration
- Must have current CPR (BLS) certifications. ACLS preferred.
- Must obtain CME as required by license renewal
- Must meet credential standards and be granted privileges from the HCHC Board
- Fluent in Bilingual English and Cantonese/Mandarin strongly preferred
- Knowledge of FQHC, Joint Commission, PCMH, and health plan requirements preferred
- Experience in FQHC preferred
- Excellent interpersonal and written communication skills required
- Ability to demonstrate strong leadership and management skills
- Able to work flexible hours including weekends

Benefits: Vacation, sick leave, personal necessity leave, holidays, birthday leave, medical plan, dental plan, 401k with a company match, 457(b). Bonus eligible. Paid life insurance.

If interested, please submit/email resume and letter of interest.

Herald Christian Health Center (HCHC) is an equal opportunity employer. HCHC does not discriminate on the basis of race, color, creed, national origin, veteran's status, medical condition or disability, religion, ancestry, age, sex, marital status, or sexual orientation in accordance with all applicable requirements of Federal and State laws.