



### POSITION DESCRIPTION

Date: 05/04/2023	Please check one: <input type="checkbox"/> New <input checked="" type="checkbox"/> Revised
<b>Position Title: Pediatrician</b>	Pay Rate/Grade: \$210K - \$245K
Reports to: Medical Director	FLSA/ Work Status: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-exempt <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Hourly <input checked="" type="checkbox"/> Salaried
Direct reports: N/A	
Schedule: Monday – Friday 8:00am – 5:00pm	

### JOB SUMMARY

Provide the full scope of primary care services which fall under his/her field of training, including but not limited to diagnosis, treatment, coordination of care, preventive care and health maintenance to pediatric patients ages 0-21. In addition, they must be cognizant of, and comply with, all Harbor Community Health Centers policies and procedures, as well as pertinent state and federal regulations.

### EXPECTATIONS

- Adheres to all Harbor Community Health Center (HCHC) policies and procedures.
- Conducts self in a manner that represents HCHC's core values at all times.
- Maintains a positive and respectful attitude with all work-related contacts.
- Provides excellent customer service.
- Communicates regularly with his/her immediate supervisor about departmental and HCHC concerns.
- Consistently reports to work prepared to perform the duties of the position.
- Meets productivity standards and performs duties as workload necessitates.
- Fosters an environment that promotes trust and cooperation among all staff.

### MISSION AND VALUES

Our mission is to provide quality, comprehensive, healthcare and supportive services to those in our community, regardless of their ability to pay. Employees must possess a strong commitment to the mission, policies, goals and philosophy of HCHC.

### ESSENTIAL DUTIES & RESPONSIBILITIES

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required:

- Performs routine well child physicals, initial assessments, and follow-up exams focused on acute and chronic diseases.
- Obtain health history and perform physical examinations.
- Diagnose and direct counseling for each patient on a plan for treatment.
- Orders diagnostic and laboratory test, medications, immunizations, and other appropriate therapeutic interventions as determined by the symptoms or illness of the patients.
- Educated and counsels patients and families to promote positive health behaviors and disease prevention.

- Arrange referral for patients requiring services not offered at Harbor Community Health Centers.
- Review incoming reports (e.g. lab, x-ray, EKG) sign, date and follow-up in a timely manner,
- Test, treat, diagnose, and monitor disorders and illnesses.
- Comply with the HCC infection Control plan which includes personally utilizing universal precautions. Ensure compliance by support staff.
- Participate in peer review, quality assurance, provider meetings, and other clinical meetings.
- Must be able to meet productivity metric of 3 patients per hour.
- Ensure proper documentation and coding of patient encounters; ensure charts are completed and closed within 72 hours of visit.
- Meet set benchmarks for clinical quality measures.
- Complete Continuing Education as required by state licensing standards.
- Expected to meet HCC's Peer Review measures and maintain all charts in accordance to audit standards at all times.
- Participate in HC Patient demographics: Birth – 21y/o
- Expected patient volume: 20-24 patients per day.
- Clinical call coverage: after-hours on-call duties ( telephone call only)
- Perform other duties as assigned to support HCHC's Mission and Values.

### QUALIFICATIONS

Required education, experience and/or training:

- Current unrestricted California Medical License
- Current DEA Certificate
- Board Eligible or Board certified in Pediatrics
- Insurability (malpractice)
- Ability to meet IPA and internal credentialing requirements
- Current Cardiopulmonary Resuscitation Certificate (CPR)
- Prior experience of working with under-served communities in a community health center environment highly desirable.
- Bilingual (English/Spanish) preferred
- Experience with electronic health records (EHR), eClinicalWorks preferred
- Experience at Federally Qualified Health Center preferred

#### Key Competencies:

- Committed to providing an exceptional experience in all interactions.
- Ability to work with diverse populations.
- Treat all patients and colleagues with dignity and respect.
- Committed to the mission of Harbor Community Health Centers.

#### Human Resources Requirements:

- Legal authorization to work in the United States.
- A valid California Driver's license with clean records and access to an insured automobile.
- Clear all post offers, pre-employment background screening, and education verification.
- Must be vaccinated against COVID-19 or have a qualifying medical/religious exemption.

### PHYSICAL REQUIREMENTS

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. While performing the duties of this job, the

employee is regularly required to sit; use hands to manipulate objects, tools or controls; reach with hands and arms; and talk and hear. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust.

**Hours:** HCHC is open Monday – Friday 8am-5pm. This is a Full-Time Exempt position, and the employee is expected to work an 8-hour-day. Specific hours flexible depending on operational needs.

**EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

HCHC provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. HCHC complies with applicable state and local laws governing non-discrimination in employment in every location in which the organization has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation, and training.

**DISCLAIMER**

The above statements define this position as it currently exists and are intended to describe the general content of and requirements for this job. They are not to be considered as an exhaustive statement of duties, responsibilities, or requirements and does not limit the assignment of additional duties at the discretion of the supervisor. HCHC is an at-will employer.

In addition, HCHC may change your duties, compensation or hours, or transfer, reassign, promote, demote, suspend or otherwise change the terms and conditions of your employment (other than the at-will relationship), with or without cause or prior notice.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature