

# APLAHealth



APLA Health's mission is to achieve health care equity and promote well-being for the LGBT and other underserved communities and people living with and affected by HIV. We are a nonprofit, federally qualified health center serving more than 14,000 people annually. We provide 20 different services from 15 locations throughout Los Angeles County, including: medical, dental, and behavioral health care; PrEP counseling and management; health education and HIV prevention; and STD screening and treatment. For people living with HIV, we offer housing support; benefits counseling; home health care; and the Vance North Necessities of Life Program food pantries; among several other critically needed services. Additionally, we are leaders in advocating for policy and legislation that positively impacts the LGBT and HIV communities, provide capacity-building assistance to health departments across the country, and conduct community-based research on issues affecting the communities we serve. For more information, please visit us at [aplahealth.org](http://aplahealth.org).

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***We offer great benefits, competitive pay, and great working environment!***

*We offer:*

- *Medical Insurance*
- *Dental Insurance (no cost for employee)*
- *Vision Insurance (no cost for employee)*
- *Long Term Disability*
- *Group Term Life and AD&D Insurance*
- *Employee Assistance Program*
- *Flexible Spending Accounts*
- *11 Paid Holidays*
- *4 Personal Days*
- *10 Vacation Days*
- *12 Sick Days*
- *Metro reimbursement or free parking*
- *Employer Matched (6%) 403b Retirement Plan*

***This is a great opportunity to make a difference!***

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This position will pay \$197,766.40 - \$288,960.16 annually. Salary is commensurate with experience.

## **POSITION SUMMARY:**

Under the direction of the Chief Medical Officer (CMO) the Site Medical Director supports their site's medical provider team to achieve high job performance and satisfaction; assists the CMO to ensure access to high-quality medical services for

APLA Health & Wellness patients at their clinical site. The site's medical providers report directly to the Site Medical Director. This role is a physician (MD or DO) who delivers direct care to patients at their clinical site. The Site Medical Director is expected to demonstrate exceptional clinical, leadership, strategic planning, critical thinking, patient relations, organizational, and time management skills. The position reports to the CMO, and in the absence of the CMO acts on their behalf as delegated.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Serve on Medical Leadership Team on behalf of their site's medical providers, to coordinate efforts between all sites, and to advance APLA goals, initiatives, and priorities
- Meet with individual providers on a regular basis to assess job satisfaction, well-being, and offer resources and support as needed.
- Coordinate medical provider schedules with Operations Leadership and CMO.
- Review and approve their site's medical provider time-off requests & timecards.
- With Operations Leadership, ensure appropriate medical staffing levels, and identify staffing and recruitment needs.
- With CMO, lead recruitment, interviewing, hiring, and onboarding of new medical providers. The Site Medical Director serves as "Hiring Manager" under close advisement and guidance of the CMO
- Collaborate with other site leads including those in behavioral health, operations, medical assisting, nursing, and others as necessary and appropriate, in support of clinical operations and initiatives.
- Attend, plan, and lead, when applicable, staff and management meetings, including all-staff and site-staff meetings, provider meetings
- With CMO, evaluate medical provider performance per APLA policy, and provide regular feedback to medical providers on their performance on teamwork, professionalism, and clinical compliance
- With CMO, identify and assist providers in need of performance enhancement, quality of care improvements, general support, and/or training.
- Conducts histories and physical exams on patients
- Orders, interprets and evaluates diagnostic tests to identify and assess patient's clinical problems and health care needs
- Establishes treatment plans, administers, furnishes or recommends medications in accordance with STD testing and treatment protocols.
- Documents gathered information in medical record as required by policies and completes charting within 48 hours of a clinical encounter
- Participates in chart review and quality assurance activities as part of APLA Health Quality Management Program
- Applies APLA Health PrEP and PEP protocols for qualified patients
- Refers patients to specialists and to relevant patient care components as appropriate.
- Follows established departmental policies, procedures, and objectives.
- Maintains a professional relationship with staff and patients.
- Care team responsibilities as outlined in the Care Team Patient Center Medical Home Procedures.

- On-call duties are required.

OTHER DUTIES MAY BE ASSIGNED TO MEET BUSINESS NEEDS.

**REQUIREMENTS:**

Possession of a Doctor of Medicine (M.D.) or Doctor of Osteopathic Medicine (DO) Degree and a valid license to practice medicine issued by the California Medical Board with no pending or previous disciplinary action from any state licensing entity. Must have board certification or eligibility in a primary care specialty (Internal Medicine or Family Medicine); current DEA license; and BCLS certification. Provider must possess a Unique Provider Identification Number (UPIN). Must be eligible to participate in Medicare, Medi-Cal, F-PACT and other federal health programs.

Training and Experience:

- Minimum 3 years' experience of directly related experience caring for primary care patients preferred.
- Clinical experience in a Federally Qualified Health Center (FQHC), community-based or public health setting, a plus
- Experience working with electronic health records required, eClinicalWorks preferred. Ability to supervise, to lead, to advise, and to train other clinical professionals, PA's/FNP's and/or students in area of expertise.
- Ability to work both independently and in a team environment
- Excellent verbal and written communication skills.
- Ability to work independently and to use good judgment.
- Ability to perform assigned responsibilities with minimum supervision; to maintain quality control standards; to interpret, adapt and apply guidelines and procedures.

**WORKING CONDITIONS/PHYSICAL REQUIREMENTS:**

This is primarily an office position that requires only occasional bending, reaching, stooping, lifting and moving of office materials weighing 25 pounds or less. The position requires daily use of a personal computer and requires entering, viewing, and revising text and graphics on the computer terminal and on paper.

**SPECIAL REQUIREMENTS:**

Be on site for clinic hours between 8:00 am – 5:00 pm Monday through Friday. There may be occasional need to work from 10:00 am – 7:00 pm and occasional Saturdays from 10:00 am – 1:00 pm in the future as expanded clinic hours are offered. Willingness to provide services at another APLA clinic site if needed. Total work hours: 40 hours/week

Must possess a valid California driver's license; proof of auto liability insurance; and have the use of a personal vehicle for work related purposes. COVID vaccination and booster required or medical/religious exemption.

Equal Opportunity Employer: minority/female/transgender/disability/veteran.

**To Apply:**

Visit our website at [www.aplahealth.org](http://www.aplahealth.org) to apply or click the link below:  
<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=183589&clientkey=A5559163F67395E0A2585D2135F98806>