

Residency Program Coordinator – ACGME-Accredited Program Full-Time, Exempt Position

MISSION

Kheir’s mission is to increase and provide access to culturally and linguistically-sensitive quality primary healthcare and human services support to the underserved and uninsured residents of Southern California.

ASSIGNMENT SUMMARY

Kheir Clinic seeks a detail-oriented and mission-driven Residency Program Coordinator to support the administration of its ACGME-accredited residency program. This role ensures operational continuity, regulatory compliance, and effective coordination across clinical, academic, and administrative domains—all within a dynamic FQHC environment serving diverse, underserved populations.

KEY RESPONSIBILITIES

PROGRAM ADMINISTRATION & OPERATIONS

- Manage day-to-day operations of the residency program, including scheduling, documentation, and coordination of resident activities.
- Maintain and update program records in ACGME’s Accreditation Data System (ADS), ensuring accuracy and timeliness.
- Coordinate onboarding, orientation, and offboarding processes for residents in collaboration with HR and clinical teams.
- Track and report duty hours, evaluations, and milestones in compliance with ACGME requirements.

COMPLIANCE & ACCREDITATION SUPPORT

- Assist with preparation for internal reviews, site visits, and annual program evaluations.
- Ensure adherence to institutional policies related to supervision, grievance procedures, and professionalism.
- Maintain documentation for program policies, rotation agreements, and faculty credentials.

COMMUNICATION & COORDINATION

- Serve as a central point of contact for residents, faculty, institutional leadership, and external partners.
- Schedule and support program meetings, didactic sessions, and faculty development events.
- Facilitate timely communication of program updates, deadlines, and compliance requirements.

DATA & REPORTING

- Compile and analyze program data for reporting to the GMEC, DIO, and ACGME.

- Support the Program Director in preparing annual updates, surveys, and performance dashboards.
- Maintain secure and organized records of evaluations, disciplinary actions, and program changes.

MINIMUM QUALIFICATIONS

- Bachelor's degree required; Master's preferred.
- Minimum 2 years of experience in graduate medical education, academic administration, or healthcare operations.
- Familiarity with ACGME requirements, GME workflows, and FQHC operations strongly preferred.
- Proficiency in Microsoft Office, GME software platforms, and data management tools.

PREFERRED ATTRIBUTUES

- Exceptional organizational skills and attention to detail.
- Strong interpersonal communication and ability to navigate complex stakeholder relationships.
- Commitment to health equity and culturally responsive care.

LOCATION: Los Angeles, CA

REPORTS TO: Residency Program Director / DIO

Kheir Clinic provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Kheir Clinic complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Kheir Clinic will consider for employment all qualified Applicants, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles' Fair Chance Initiative for Hiring Ordinance.

Please note that this job description is subject to change to meet the needs of Kheir Clinic.