



**BIENESTAR**

**JOB TITLE: PHYSICIAN ASSISTANT**

**POSITION DESCRIPTION:**

Under the direction of the Chief Medical Officer, the Physician Assistant will provide comprehensive direct primary care in accordance with protocols, policies, and procedures.

The Physician Assistant will ensure a high level of quality in delivery of patient services and provide leadership and supervision for other ancillary. In addition, this position will support staff to enhance their patient care skills.

**DUTIES/RESPONSIBILITIES:**

**Clinical Care:**

- Provide comprehensive evaluation, diagnosis, and management of acute and chronic medical conditions across the lifespan.
- Deliver specialized care including HIV treatment, PrEP management, STI evaluation and treatment, and Hepatitis C care.
- Perform minor procedures as appropriate to scope (e.g., abscess drainage, suturing, lesion removal, etc.).
- Order, interpret, and follow up on diagnostic tests including labs and imaging.
- Educate patients on disease prevention, treatment plans, and medication adherence.
- Maintain an average patient panel and daily visit volume consistent with clinic productivity expectations.

**Patient Administrative:**

- Participate in Quality Improvement initiatives, Quality Assurance assessments, peer review processes, performance evaluations, and maintain confidentiality.
- Participate in team meetings and administrative tasks as assigned by CMO.
- Actively review no-show visits and lab results.
- Review and implement guidelines and protocols as disseminated by administration.
- Respond to patient questions for medical advice, direct staff to schedule appointments.
- Execute appropriate and timely refill of patient medications.
- Participate or collaborate with marketing and other health education staff on education and patient recruitment health fairs.
- Maintain current knowledge-base and appropriate licensure and provides proof of Continuing Education activities and board certification activities to clinic administration.
- Maintain productivity and quality of care per BIENESTAR standards.
- Ensure compliance with license requirements as stated in Title 22.

- Perform miscellaneous job-related duties as assigned.
- Respond in expeditious manner to after hour emergency calls from patient.
- Utilize the electronic health record system and document clinical documents in an accurate and timely fashion.

**Communication:**

- Create and maintain effective interpersonal relationships with all employees; keep employees informed of changes which may affect the work environment.
- Communicate effectively with all levels of staff throughout BIENESTAR by consistently utilizing and facilitating effective strategies to encourage collaborative problem solving and decision making.
- Troubleshoot difficult problems or situations and take independent action to resolve them.
- Exhibit behaviors and attitudes of courtesy and respect for all staff at the clinic in accordance with its mission and values.
- Establish and maintain effective and positive working relationships with representatives of outside agencies, government entities, vendors, as well as other clinical staff, volunteers, and staff; represent the clinic site when appropriate.
- Ensure patient confidentiality and complete discretion when discussing patient info.

**Fiscal management:**

- Practice cost-effective medicine by utilizing appropriate use of laboratory, radiology, and prescription utilization in line with clinic preferred laboratory and drug formulary.
- Complete documentation for clinic sessions in a timely manner ensuring accuracy and completeness to ensure the clinic can collect funds for the services.

**LICENSE AND/OR CERTIFICATIONS:**

1. Current DEA registration (all schedules) and a minimum of a BLS certificate.
2. Valid California Driver's License.
3. Family PACT clinician enrollment (preferred not required).
4. DATA Waived (preferred not required).

**EXPERIENCE AND SKILLS PREFERRED:**

1. FFACT, STI & PrEP experience preferred.
2. Competency in evaluating and treating general adult and pediatric ambulatory care.
3. Understanding of current medical, educational, and psychosocial intervention procedures.
4. Ability to perform clinical duties within guidelines in an organized and efficient manner.
5. Bilingual in English and Spanish with excellent verbal and written communication skills.
6. Ability to complete and maintain records in accordance with procedures utilizing an electronic health record system.

7. General computer skills in Microsoft Office programs (Word, Excel, etc.)
8. Must pass pre-employment background check and physical examination.
9. Straight pulling and pushing; reaching above shoulder; use of fingers; both hands required; walking and standing up to 8 hours; repeated bending; Ability for rapid mental and muscular coordination simultaneously; hearing aid permitted.
10. Must have a reliable form of transportation as travel to different sites within LA county is required.
11. Willingness to be trained in services such as PREP, HIV Primary Care, Transgender Health, Gay Men Health Care with costs to be arranged at the expense of Bienestar.
12. Strong clinical judgment with the ability to manage complex and high-risk patient populations independently.
13. Experience in underserved or community health settings preferred.

**Work Schedule & Expectations:**

1. Participate in on call after hour rotations to cover emergency calls.
2. Sign off on patient charts within 72 hours.

HOURS: 40 Hours - Some Weekends & Evenings.

EXEMPT/NON-EXEMPT: Non-Exempt

SALARY: \$65 - \$80 hourly commensurate with education and experience.

BENEFITS: Medical, dental, vision, and life insurance, 403b retirement package with matching contribution, and 14 paid holidays.

Please submit a resume to: [Hrjobs@bienestar.org](mailto:Hrjobs@bienestar.org)