



**INTERFAITH COMMUNITY
HEALTH CENTER**

medical • dental • pharmacy • behavioral health
360.676.6177 | 877.235.6850
220 Unity Street, Bellingham, WA 98225
www.interfaithchc.org

JOB DESCRIPTION

health care for everyone

POSITION TITLE:	Medical Director
REPORTS TO:	Executive Director
DEPARTMENT:	Medical
SUPERVISES:	Medical Providers & Nursing Supervisor
FLSA:	Salary, Exempt – Professional
SCHEDULE:	Full-time

POSITION SUMMARY

This position leads, manages, and supervises the clinical team, as well as provides comprehensive, coordinated, primary and preventive health care services to a diverse & underserved patient population across the lifespan, the majority with comorbidity or dual diagnoses. In performing this work, the Medical Director ensures execution of our mission of “*Assuring Access to High Quality Affordable Health Care for All*”. Ideally, this position would spend 50% of their time on administrative duties and 50% of their time on clinical duties.

ESSENTIAL JOB FUNCTIONS

- 1) Delivers direct primary medical care consistent with certification (please refer to Physician Job Description on our web site).
- 2) Directs the development, implementation and maintenance of clinic quality improvement programs.
- 3) Directs the development, implementation and/or approval of treatment protocols.
- 4) Provides supervision for medical staff including selecting, orienting, training, coaching, mentoring, disciplining, and performing timely performance reviews.
- 5) Oversees medical chart reviews/chart audits.
- 6) Participates in resolution of patient grievances regarding clinic operations and staff and peer reviews.
- 7) Participates in the development and assessment of clinic plans and program goals providing input into the budget development process as needed.
- 8) Assures compliance with requirements set forth by the Bureau of Primary Health Care (BPHC) and our Federal 330 Grant.
- 9) Oversees, in conjunction with administration, the credentialing and re-credentialing of clinic staff.
- 10) Represents ICHC to the board of Directors, other agencies, medical groups, institutions, and the community as necessary.
- 11) Chairs regular meetings of ICHC providers and staff.
- 12) Attends staff meetings, in-service meetings, Board of Directors’ meetings, and trainings as required.
- 13) Develops affiliations and networks to provide medical care for Interfaith Community Health Center patients.
- 14) Performs other duties as assigned.

QUALIFICATIONS:

Education, License, and Experience

- Doctoral degree (MD or DO) or ARNP.
- License to practice in the state of Washington or ability to obtain a license in Washington.
- Valid DEA Certificate.
- Five or more years experience in an outpatient health clinic setting. Experience in a community health center setting working with underserved populations preferred.
- Board certified or board eligible in applicable field.
- Demonstrated experience developing and implementing quality improvement programs.
- Experience with managed care, administration of programs, and staff supervision, including staff at satellite clinics.
- Demonstrated experience with Electronic Medical Records.
- Valid driver's license.

Knowledge, Skills, and Abilities

- Knowledge of federal, state, and other applicable standards for clinical practice.
- Outstanding written and verbal communication skills.
- Ability to make patient related medical decisions on an hourly/daily basis.
- Ability to provide leadership/guidance in a supervisory role and the flexibility to function as a team member at the management level.
- Excellent managerial & supervisory skills with the ability to plan/organize and follow through in a timely manner.
- Demonstrated ability to work with automated systems, including electronic medical records (we use GE Centricity) and MS Office products such as Word, Excel and Outlook.
- Ability to work collaboratively with diverse individuals and situations, including strong problem solving and conflict resolution skills.
- Excellent innovation skills; requires development of new protocols, policies, and procedures for clinic function.
- Proven understanding of quality improvement initiatives and collaboratives.
- Experience dealing with underserved populations and cultural competency.
- Ability to understand and respond appropriately, effectively, and sensitively to special population groups served by ICHC. Special population groups include those defined by race, ethnicity, language, age, sex, sexual orientation, economic standing, etc.
- Ability to travel for training, collaboration with other organizations & agencies, oversight of satellite clinics, and to other areas of community as necessary.

PHYSICAL, SENSORY, ENVIRONMENTAL QUALIFICATIONS:

In a typical day, this job involves the activities listed below. Indicate the frequency of performance of each activity by placing a check mark (✓) in the appropriate column.

- R = rarely (*less than 0.5 hour per day*)
- O = occasionally (*0.5 to 2.5 hours per day*)
- F = frequently (*2.5 to 5.5 hours per day*)
- C = continually (*5.5 to 8 hours per day*)
- NA = not applicable

Physical Activity	R	O	F	C	NA	Describe any job duty which requires repetition or a unique application of the activity.
Sitting				✓		
Stationary standing				✓		
Walking				✓		
Ability to be mobile				✓		
Crouching (bend at knee)			✓			
Kneeling/crawling			✓			
Stooping (bend at waist)			✓			
Twisting (knees/waist/neck)			✓			
Turning/Pivoting			✓			
Climbing		✓				
Balancing		✓				
Reaching overhead		✓				
Reaching extension		✓				
Grasping				✓		
Pinching				✓		
Pushing/Pulling:		✓				
Typical weight: Circle the appropriate weight in pounds 1-10 11-20 21-30 31-40 41-60 61-80 81-100 >100						
Maximum weight: Circle the appropriate weight in pounds 1-10 11-20 21-30 31-40 41-60 61-80 81-100 >100						
Lifting/Carrying:		✓				Office supplies, medical equipment, patients (i.e. wheelchair to exam table)
Typical weight: Circle the appropriate weight in pounds 1-10 11-20 21-30 31-40 41-60 61-80 81-100 >100						
Maximum weight: Circle the appropriate weight in						

pounds 1-10 11-20 21-30 31-40 41-60 61-80 81-100 >100						
Other physical activities				✓		Requires hand manipulation for data entry, writing, and operating standard medical instruments.
Sensory Activities	R	O	F	C	NA	Describe any job duty which requires repetition or a unique application of the activity.
Talking in person				✓		One-on-one with patients, staff, & public, & in front of groups
Talking on telephone				✓		
Hearing in person				✓		With background noise
Hearing on telephone				✓		With background noise
Vision for close work				✓		Reading computer screen, medical records & forms, & distance vision for recognizing objects & people.

Environmental Factors	SPECIFY
Safety requirement: -clothing -required safety equipment -activities performed	Blood borne pathogen protection, e.g. mask, face shield, gloves and gown.
Exposures: -fumes -chemicals -blood or other fluids -cold/heat -dust	Fumes – Chemical alcohol, toluene, anesthetics, nitrous oxide Chemicals - Alcohol, toluene, anesthetics, detergents Blood or other bodily fluids Communicable Diseases
Operation of equipment, vehicles or tools	Vehicle, cast saw, hyficator, drills, cryo (liquid nitrogen)
Required infection control standards	Category I
Other environmental factors	Work is generally performed in a fast-paced medical office environment with constant public contact and frequent interruptions and occasional crisis situations

EMPLOYEE & SUPERVISOR: The undersigned have received, read, and understand this job description and agree that it defines the position as it currently exists. The undersigned also understand that the above is intended to describe the general content of and requirements for performance of this job. It is 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.

EMPLOYEE: My signature below attests to the fact that I can perform the essential functions of the job with or without reasonable accommodation.

Employee Signature _____

Date: _____

Supervisor Signature _____

Date: _____