Heartland Community Health Clinic
Job Description
MEDICAL DIRECTOR

Job Title
Medical Director

Salary
Commensurate with experience

Description
Heartland Community Health Center is a growing non-profit Christian Community Health Center in Lawrence, KS. HCHC is offering a competitive salary and excellent benefits package to the right candidate: an experienced physician who thrives in leading a team of primary care and mid-level providers in a mission-driven, patient-centered, family practice setting. If you are an MD with supervisory and management experience combined with excellent clinical expertise, please send your resume and cover letter to jobs@heartlandhealth.org. No phone calls, please. To see a more detailed job description, go to heartlandhealth.org/jobs.

Location
Heartland Community Health Center
1 Riverfront Plaza #100
Lawrence, KS  66046

Contact
jobs@heartlandhealth.org
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Reports to CEO

1. Job Summary
   The Medical Director sees patients independently, in collaboration with mid-level providers and those patients referred by other physicians. A major purpose of this job is to assist in increasing patient encounters to 3200-3500 per year and to participate in the development of the integrated healthcare model.

   This position requires 32-36 hours/week on site for patient care. An additional eight hours per week is to be made available for participation in various administrative/clinical meetings and/or clinical planning.

2. Qualifications
   a. Current Kansas license to practice medicine
   b. Current CPR certification
   c. Understanding of the financial aspects of the clinic

3. Primary Duties
   a. Provide complete, comprehensive, family-oriented outpatient care for patients throughout the life cycle, including health examinations and treatment of medical conditions, to include follow-up and any problems detected.
   b. To manage acute and chronic illness, develop a plan of care, coordinate care and determine the need for case conference.
   c. Make appropriate referrals to both internal disciplines of the clinic and/or external agencies for additional services required.
   d. Work closely with the Behavioral Health Specialist to provide continuity of care for the mental health population.
   e. Provide clinic consultation to physicians and mid-level providers as needed.
   f. Responsible for accurate, timely documentation in the patient’s medical record of patient contacts, case planning and plan of care. All documentation in a patient record is to be written in legible manner with black ink and should be easily understood by anyone needing to access the record.
   g. Provide clear written and verbal communications to patient and staff.
   h. Participate in an on-call system as needed.
   i. Participate in various administrative/clinical staff meetings to include, but not be limited to, Continuous Quality Improvement Committee, clinic meeting, general staff meetings, case conference/management, and/or administrative meetings as requested.
   j. Assist with planning to evaluate performance levels, quality of service, productivity and future needs.
   k. Communicate with Americorp staff involved with each patient’s plan of care.
   l. Become familiar with local agencies so as to assure good communication.
   m. Provide leadership and assist in efforts to improve the efficiency and effectiveness of HCHC while being a positive advocate toward the mission to become an FQHC.
   n. Establish collaborative practice agreements with mid-level providers.
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4. Other Duties
   a. Perform duties that may be assigned by CEO.
   b. Occasionally participate in public relations functions on behalf of HCHC.

5. Experience
   Various medical experience acceptable. An interest in community health care is a plus.

6. Skills
   a. Ability to understand and operate necessary computer equipment and software programs. Must be able to receive, interpret and follow verbal and written instructions. Ability to speak a foreign language helpful, though not necessary. Must be self-motivated.
   b. Interpersonal: frequent contact with employees, the public and patients requiring interviewing, good listening and communication skills.
   c. Supervisory: moderate direct and indirect supervision.
   d. Spiritual: understands the mission of HCHC and is able to represent the values of the organization to patients, staff and the public.

Competitive salary depending on experience and skill range.