

**APAIT HEALTH CENTER  
JOB ANNOUNCEMENT**

---

**Title:** Chief Medical Officer

**Supervisor:** Chief Executive Officer

**FLSA:** Exempt (or contractor)

**Date:** 3/28/13

**Salary:** Commensurate to experience; plus comprehensive benefits

---

**Summary**

Under the supervision of the Chief Executive Officer (CEO), the Chief Medical Officer (CMO) is responsible for directing all patient care and quality assurance operations related to APAIT Health Care Center's integrated health care system including but not limited to behavioral health services (mental health and substance use), occupational therapy, laboratory, nursing support, x-rays and other related medical/psychosocial services. Other duties include formulating and implementing medical program policies, directing and evaluating program development, coordinating professional educational and training programs, responsible for reviewing credentials and delineating privileges for clinic staff physicians, assessing the types and quality of services, monitor financial results of the health care center, and representing the clinic to the medical community and specific institutions within the guidelines provided by the CEO. The CMO may be a contractor.

**Essential Functions**

1. Provide high quality care and optimize the health status of the community.
2. Recruit and retain qualified motivated staff that shares the agency's mission, and who are aggressive in promoting patient and community education.
3. Increase the efficiency of health care services provided by APAIT Health Center.
4. Monitoring medical staff performance.
5. Review, update, and establish medical policies and procedures.
6. Keeping protocols up-to-date.
7. Provide guidance in the strategic planning of APAIT Health Center.
8. Monitor financial results of APAIT Health Center.
9. Serve as liaison between clinic management and medical staff.
10. Implement peer review evaluation systems.
11. Implement the Quality Assurance Program of APAIT Health Center.
12. Act as an advocate for APAIT Health Center.

**Minimum Qualifications - Knowledge, Skills and Abilities Required**

1. Current license to practice medicine issued by the California State Board of Medical Examiners.
2. Board Eligible or Board Certified in Family Practice.
3. Current DEA Certificate.
4. Admitting privileges with coverage of APAIT Health Center patients while hospitalized.
5. Thorough medical knowledge and administrative skills in analyzing and coordinating health care activities.
6. Experience with Electronic Medical Records systems.
7. Candidate must be able to show sensitivity to the health care needs of an underserved and diverse community including but not limited to: mental health and/or substance using populations; lesbian, gay, bisexual, transgender (LGBT) populations; children and older adult populations; recently incarcerated populations; communities of color, etc.
8. Candidate committed to the mission of APAIT Health Center; must be able to work a flexible schedule.
9. Current CPR/BCLS/ACLS/PALS certificate.

**Non-Essential Qualifications - Knowledge, Skills and Abilities**

1. Bilingual in Spanish or Korean.
2. Experience and knowledge Microsoft Outlook software.
3. Experience working in a non-profit community based organization.

**Supervisory Responsibilities**

1. This position supervises Clinical Services staff as assigned.

**Environmental Conditions (Working Conditions)**

1. Ergonomically safe office environment with desktop computer, desk, chair, and natural light from windows.

**Physical Requirements**

1. In the course of performing this job, the incumbent typically spends time sitting, standing, walking, driving, carrying (max.20lbs), lifting (max. 20lbs), listening, and speaking.

**Mental Requirements**

1. This position must be able to accommodate to any/all of the following: constant distractions, interruptions, uncontrollable changes in priorities/work schedule, availability for on call/duty after regular working hours, and exposure to inappropriate behavior and language of others.

---

**Contact Information:** Peter Cruz, Associate Director  
1730 W. Olympic Blvd., Suite 300, Los Angeles, CA 90015  
peterc@apaitonline.org  
Fax: (213) 553-1833  
No phone calls please

---