



Chinatown Service Center

Job Announcements

The **Chinatown Service Center (CSC)** is a nonprofit organization that provides multilingual health and social services, employment training and counseling in the Greater Los Angeles area. For further information on CSC, Visit our web site at <http://www.cscla.org>

Position: Medical Director

Salary Range: \$177,297.00 - \$242,593.00

Open Date: December, 2015

Closing Date: Until sufficient applications have been received.

Summary of Duties

Medical Director reports to the CHC Director. The Medical Director's responsibility include overseeing and managing all clinical functions of the clinic, promoting the integration of clinical / dental programs, the continuum of care/service to the target population and is the liaison at all regulatory and credentialing agencies of clinical standards. The Medical Director works as an integral part of CSC Management Team and provides leadership and management for all clinicians whether employees, contractors, or volunteers. The Medical Director also reports to the Board of Directors monthly.

Example of Duties

A. Medical / Administrative

1. Creates reviews and approves all written medical protocols, policies, and procedures used in the clinic.
2. Monitors the standards of medical care.
3. Oversees all employees who provide direct patient care. Assures all health personnel are qualified by training and experience to perform those services they are assigned to provide, in addition to meeting licensing, certification and other legal requirements.
4. Establishes and implements a system of peer review. Oversees and regularly reports on peer review efforts to the Management Committee.
5. Reviews credentials and delineates clinical privileges for the physicians, dentists, nurse practitioners and others providing services.
6. Oversees regularly scheduled Quality Management Committee and Advisory Board meetings.
7. Works closely with the CSC Director and all managers to insure that services and programs are operated effectively.
8. Participates in and oversees the achievement of operating standards necessary to acquire and maintain FQHC designation.
9. Participates in the selection of all medical and medical related provider staff.
10. Coordinates, evaluates and oversees all physician specialty panels as they relate to primary care and continuum of care referrals.

B. Program Support

1. Attends Clinic Staff meetings and committee meetings.
2. Provide consultant services as needed to the staff physicians and nurse practitioners.
3. Conduct chart audits required by funding agencies.
4. Conduct monthly Clinician in-service trainings.
5. Must obtain and maintain hospital privileges at an accredited local hospital.

C. Essential Duties

1. Provided leadership and management for all health clinic clinicians, employees, contractors, or volunteers.
2. Participate as an integral part of the FHC Management Team.
3. Establish, strengthen and negotiate relationships between the health clinic and other clinicians, provider organizations and payer in its marketplace.

Qualifications

- A valid, unrestricted license to practice medicine in the State of California and Board certification in the chosen specialty required
- A minimum of 3 years of clinical practice in direct patient care and at least three years medical management experience in a managed care setting plus knowledge of managed care operations processes and managed care contracting
- Ability to work independently and adapt to team approach as necessary
- Completed Residency training
- Experience and demonstrated success in leading matrix teams; the ability to navigate strategic research alliances a plus. Experience developing relationships with networks of individuals from various internal and/or external departments are important to job function. Experience interacting with key academic investigators and/or thought leaders, as well as site investigators.
- Knowledge of medical staff organization and structure, medical credentialing and privileging, outcomes-based quality of care, clinical effectiveness and performance improvement

Please forward your resume accompanied by a cover letter to
Human Resource Department
767 N. Hill St., Suite 400, Los Angeles, CA 90012
Fax: (213) 680-0787
cchr@cscla.org

**Chinatown Service Center is a nondiscrimination equal opportunity employer.
Reasonable Accommodations are available upon request to individuals with disabilities.**