



Position Vacancy

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Free and charitable health clinic seeks Clinical Director to provide direct patient care and perform administrative functions in faith-based primary care setting. The Health and Hope Clinic has two locations in Pensacola, Florida serving adult patients from throughout Escambia County, Florida. The Clinic was established in 2003 as a local health services mission by the Pensacola Bay Baptist Association and continues to provide quality care and services to the uninsured population. Send resume for consideration to: nicole@healthandhopeclinic.org

Position Description Clinical Director

Purpose: The Clinical Director serves in a leadership role at the Health and Hope Clinic. Provides primary medical care services, and oversight for patient care services provided in free and charitable clinic. The Clinical Director is supervised by the Executive Director with additional guidance and support from the Clinic Board of Directors. Agree to lead, work and serve in a Christian, faith-based mission in alignment with Health and Hope Clinic's Statement of Beliefs found at www.healthandhopeclinic.org.

Duties and Responsibilities

Executive and supervisory functions include administrative and medical practice management. Duties include directing clinic personnel and volunteers; as well as implementation and adherence to policies, procedures and best practices.

1. Patient Care

- Provide access to care for patients, serving as direct care provider
- Establish rapport and trust with each patient; including sensitivity to the individual's culture, language and any potential barriers to receiving care
- Make referrals to specialty care or community services for additional testing, diagnostic or treatment as needed
- perform or oversee the review of laboratory reports, imaging studies, consultations, and other patient care procedures; make recommendations for treatment for patients on active caseload in addition to patients under the care of other volunteer providers
- Review and prescribe patient medication and treatment orders to support care, patient assistance programs and patient needs
- Ensure patient privacy and integrity maintained as well as compliance with applicable laws, regulations, and not-for-profit 501-C3 status

2. Administrative Functions

- Medical volunteer development including recruitment, screening and retention; compliance with application and credentialing process for State of Florida Volunteer Health Care Provider Program for licensed and support personnel
- Responsible for the initial orientation of new volunteer medical providers and required training regarding clinical practices
- Participate in regular leadership meetings, trainings, communication
- Serve as liaison between providers, clinic volunteers and personnel
- Develop with consultation from Medical Director patient protocols and interventions, policy changes
- Ensures compliance with clinic policies, procedures and best practices
- Supervise pharmacy and pharmacy volunteers
- Purchase supplies, medications, equipment within organizational defined budget
- Establish and maintain relations with related health service agencies, medical practices or partners
- Provide direct guidance in patient, volunteer and personnel matters
- Support Clinic in medical provider scheduling and staffing
- Provide oversight to medication procurement, inventory management and distribution through EMR system including annual review and valuation
- Serve as a preceptor/mentor/educator to prospective clinicians and students
- Oversee biohazard/medical waste management, exposure control, incident reporting

3. Quality Assurance

- Direct or assist Clinic Manager and Executive Director with data related to patient census, condition and relevant health outcomes as directed
- Coordinate best practice review related to patient outcomes, safety and compliance as directed

Qualifications

- Professional Certification: Active licensure to practice in the state of Florida as a Physician, Advanced Registered Nurse Practitioner, Family Nurse Practitioner, Physician Assistant or other advanced clinical training and experience
- Experience in community health, free and charitable clinic, primary care or other related service agencies preferred
- Active DEA Registration Number
- Skills & Abilities
 - Current knowledge of medical practice in relation to primary care including community health, chronic disease management, evidenced-based practices
 - Independent decision-making using sound judgement. Uses rational thought processes and reasoning, solves problems with tact and discernment
 - Ability to prioritize and self-direct functions and duties

- Effective Interpersonal Communication, in-person, by phone, electronically
- Proficient in use of computers, applications, electronic medical record, email
- Gives and receives instructions/directions well

Working Conditions

- Service is required at both clinic locations
- Available for work during day or evening clinics, and by phone as needed
- Works with frequent interruptions with competing demands for time and attention
- Exposure to Hazards: Low to moderate exposure to hazardous risks, including potential for exposure to infections and communicable diseases, blood and body fluids, electrical equipment and chemicals. Must follow universal safety precautions and attend all required trainings (i.e. BBP). Exposed to interruptions and noise

Physical Requirements

- Position requires mobility and functions of walking, standing, bending, moving and lifting

Compensation

- Part-Time position, 20 hours/week, although compensated, does not include any employer sponsored health insurance or retirement planning; does comply with applicable state and federal employment taxes and withholding
- Salary Negotiable

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of the position. All employees may have other duties assigned at any time.

To learn more visit

healthandhopeclinic.org

- ⇒ A faith-based free and charitable clinic providing quality healthcare services
- ⇒ Talk with a Spiritual Encourager to know more about faith in God and sharing the love of Christ with others
- ⇒ Founded in 2003 by the Pensacola Bay Baptist Association