



## **SITE MEDICAL DIRECTOR JOB ANNOUNCEMENT**

Santa Cruz Community Health (SCCH) is a multi-site, Federally Qualified Health Center (FQHC) serving Santa Cruz County residents. SCCH began as a women's health collective in 1974 with the mission to improve the health of our patients and the community and advocate the feminist goals of social, political, and economic equality. Now, over 50 years later, we proudly serve that same mission at our three clinic sites: the Santa Cruz Women's Health Center in downtown Santa Cruz serves women and children; the Live Oak Health Center offers the community an integrated, state-of-the-art health and housing campus in Live Oak, and the Santa Cruz Mountain Health Center provides accessible and expanded access to care for our patients in the San Lorenzo Valley.

Driven by our commitment to health care as a human right, SCCH is a leading non-profit provider offering comprehensive health services to our patients, regardless of their ability to pay. We have been recognized in the community as a leader in delivering high-quality, innovative care, and we are active in local, state, and national advocacy work that empowers our patients and community to be healthy, happy, and successful.

SCCH has a diverse patient population and an engaging and friendly work environment. Our caring and committed staff work as a team to fulfill our mission so that all our patients have access to quality, whole-person health care.

### **JOB SUMMARY:**

The Site Medical Director (SMD) supports their site's medical provider team to achieve high job satisfaction and performance; assists the Chief Medical Officer (CMO) to ensure access to high-quality medical services for Santa Cruz Community Health (SCCH) patients at their clinical site; and advances SCCH's Strategic Plan through working closely with the CMO and other site leads and managers. The site's medical providers report directly to the SMD. This role is a physician (MD or DO) who delivers direct care to SCCH patients at their clinical site. The SMD is expected to demonstrate exceptional clinical, leadership, strategic planning, critical thinking, patient relations, organizational, and time management skills. The position reports to the CMO, and in the absence of the CMO acts on their behalf as delegated.

**Classification:** Full-time or Part-time, Salary, Exempt. 15 hrs/wk (0.375 FTE) dedicated to SMD role

**Reports to:** Chief Medical Officer

**Location:** Live Oak Health Center, In-Clinic and Remote Shifts

**Hours:** Varies; at least one evening per week, some Saturday shifts

**Annual Compensation:** \$220,000 - \$290,000, depending on years of relevant experience & education

**Language:** Bilingual conversant/fluent in English and Spanish highly desirable



## **ESSENTIAL DUTIES & RESPONSIBILITIES:**

### **ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO:**

#### **PROVIDER SUPPORT**

- Serve on Medical Leadership Team (MELT) on behalf of their site's medical providers, to coordinate efforts between all sites, and to advance SCCH's Strategic Plan, initiatives, and priorities.
- Maintain open communication with providers to hear and share their ideas and concerns with MELT, CMO, and clinical site managers and leads.
- Meet with individual providers on a regular basis to assess job satisfaction and well-being, and offer resources and support as needed.
- Communicate with providers via various modes (email, Teams, meetings, one-on-one, etc.) around Clinic proposals, developments and initiatives.
- Coordinate medical provider schedules with Operations Leadership and CMO.
- With Operations Leadership, receive, consider, and submit medical provider schedule requests for review by CMO.
- Review and approve their site's medical provider time-off requests & timecards.
- With Operations Leadership, ensure appropriate medical staffing levels, and identify staffing and recruitment needs.
- With CMO, lead recruitment, interviewing, hiring, and onboarding of new medical providers. The SMD serves as "Hiring Manager" under close advisement and guidance of the CMO.

#### **PROVIDER TEAM PARTICIPATION**

- Identify areas to engage provider participation and input to expand and strengthen Clinic programs through collaborative problem solving and consent decision-making.
- Represent medical providers on Site Leadership Group (SLG) and participate in managing the day-to-day clinical operations of their site.
- Collaborate with other site leads including those in behavioral health, operations, medical assisting, nursing, and others as necessary and appropriate, as part of SLG and in support of clinical operations and initiatives.
- Attend, plan, and lead, when applicable, staff and management meetings, including all-staff and site-staff meetings, provider meetings, MELT meetings, and others as necessary. Meeting assignments must be confirmed and approved by the CMO.

#### **PROVIDER SUPERVISION & PERFORMANCE EVALUATION**

- With CMO and Care Team Physicians, evaluate medical provider performance per SCCH policy, and



provide regular feedback to medical providers on their performance on teamwork, professionalism, and clinical, compliance, regulatory, and fiscal indicators.

- With CMO and Care Team Physicians, identify and assist providers in need of performance enhancement, quality of care improvements, general support, and/or training.
- Participate in completion and review of Event Reports as requested by CMO.
- Discuss areas of heightened concern with CMO in a timely manner.
- Serve on Clinical Risk Management (CRM) Committee per SCCH Quality Assurance Plan.

### **CLINICAL SERVICES, QUALITY & PATIENT CARE**

- Work with medical providers, Care Team members, and SLG to implement strategies to reach target productivity and patient access to their primary care provider.
- Champion integration of clinical services (behavioral health, pediatrics, Chinese medicine, psychiatry, etc.) in daily practice of medical providers and as part of SLG.
- Champion Quality Improvement & Patient-Centered Medical Home efforts on the agency level as well as with providers and Care Teams.
- Represent SCCH, activities and initiatives to community agencies, partners, and stakeholders.
- Additional projects and duties as assigned by the CMO.
- Perform all clinical and administrative duties expected of a medical provider at SCCH. Additional documentation is provided for further detail.

### **QUALIFICATIONS:**

#### **Minimum Qualifications**

- Board Certified family practice physician (MD, DO) with a valid and current medical license issued by the State of California.
- Minimum of three years of recent clinical experience as a practicing medical provider, preferably in primary care, community-based or public health setting.
- Knowledge of standard healthcare practice policies and procedures.
- Experience working on computers and knowledge of Microsoft Office software products.
- Ability to work with practice management and EHR software.
- Knowledge of health insurance plans.
- Knowledge of healthcare terminology, procedures, and practice.
- Knowledge of HIPAA regulations.
- Excellent verbal and written communication skills.
- Ability to work independently and to use good judgment.



- Ability to work effectively and harmoniously with co-workers
- Ability to perform assigned responsibilities with minimum supervision; to maintain quality control standards; to interpret, adapt and apply guidelines and procedures.

### **BENEFITS:**

We offer a robust benefits package designed to support your well-being and work-life balance! Enjoy competitive compensation and a comprehensive benefits suite for those working 20+ hours per week, including employer-subsidized health, dental, vision, and life insurance plans, plus optional pet insurance and supplemental coverage; coverage kicks in the first of the month after 30 days of employment. From day one, you'll accrue paid time off, have paid holidays, and a 2% automatic 401K enrollment with a 2% company match. 80% of a clinician's time is clinical and 20% is administrative. Salary increases occur after Year 1, 3, 5, 7, 10 and every 5 years thereafter. You'll also benefit from access to a wellness reimbursement program, a telecommuting stipend when applicable, plus, we cover license and certification fees and CME (fees and days off). Celebrate with us at monthly staff events and bi-annual company-wide celebrations and take advantage of ongoing training opportunities.

**SANTA CRUZ COMMUNITY HEALTH IS AN EQUAL OPPORTUNITY EMPLOYER (M/F/V/D).**