
Job Title	Chief Medical Officer
Department	Providers
Reports To	Chief Executive Officer
Effective Date	4/1/2024

Position Summary

The Chief Medical Officer will lead the clinical team, assess and diagnose patients in our health center, and provide patients with healthcare services that meet state and national standards for caregiving. The Chief Medical Officer is responsible for managing budgets, recruiting and training healthcare physicians, ensuring that all staff adhere to safety standards, and delivering the highest quality of medical care.

The ideal candidate is an intuitive healthcare professional whose diagnostic abilities match their concern for their patients. The Chief Medical Officer is expected to act as a mentor to their physicians and medical staff, requiring good leadership qualities, patience, and confidence.

Principal Duties and Responsibilities*

1. Responsible for hiring physicians, advanced practice providers (APPs), and behavioral health providers.
2. Sets the standards of professional performance for medical staff and is responsible for working with the Providers and Clinical leadership to ensure that performance expectations are understood.
3. Works closely with the CEO and COO to ensure that all services are provided at the standard of care and ensures that each Provider is working to meet the Health Center's mission and quality initiatives.
4. Will act as the legal supervising provider to family practice providers.
5. Responsible for clinical staff development, including establishing a plan that addresses the need for mentorship, staff care, and best practices.
6. Responsible for working with the board and staff to develop and communicate the Health Center's vision/plans for improving the health of the people living in the target area, including attending and participating in the monthly board of directors meeting.
7. Provide leadership for the development of policies and procedures designed to guide clinical and operational activities, ensuring that the Health Center operates consistently and with high quality.
8. Effectively communicates with the leadership team, ensuring each member has adequate information to fulfill respective duties.
9. Responsible for participating as a senior-level manager in developing operating plans and providing leadership as appropriate toward meeting those plans and objectives.
10. Responsible for utilizing analytical tools designed to improve NHC's clinical and service performance.
11. Implements Quality Assurance and Quality Improvement programs, measures, and monitoring, including performance reviews for medical and behavioral health staff, and a peer review system. The CMO will report all QI/QAI efforts, identified issues, and tasks as indicated in the QI/QA plan, directly to the Chief Executive Officer, the Quality Assurance Committee of the Board of Directors, and relevant operational quality committees as applicable. The CMO ensures compliance with standards, laws, and regulations as created by regulatory and accrediting organizations such as BPHC, CLIA, OSHA, HRSA, etc.
12. Responsible for identifying the health care needs of the target population and developing program initiatives designed to meet the needs of the community.
13. Actively participates in the care of patients.
14. Review patient grievances; recommend and implement measures to address them.
15. Participate in community outreach opportunities
16. Responsible for performing other duties as required, helping NHC accomplish its mission.

Required Skills or Abilities*

1. Requires a comprehensive understanding of the medical and administrative issues involved in providing clinical Leadership at a Community Health Center.
 2. Requires experience and demonstrated abilities for working in a multi-cultural setting.
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3. Ability to strongly embrace and personify the mission of NeighborHealth Center through providing for the physical, emotional, and spiritual needs of staff members and patients.
4. Ability to cultivate and develop inclusive and equitable working relationships with co-workers and community members.
5. Ability to relate and communicate well to all cultural and ethnic groups in the community.
6. Ability to advocate for individuals of all ethnicities, genders, ages, and backgrounds.
7. Ability to collaborate and interact with diverse healthcare professionals.
8. Ability to appropriately organize, direct, prioritize, and delegate work.
9. Excellent analytical skills for preparing and/or reviewing financial, legal, and administrative tasks.
10. Demonstrated leadership ability, team management, and interpersonal skills.
11. Ability to work onsite, hybrid, or remotely Monday through Friday between 8 a.m. and 5 p.m.
12. Ability to work remotely via a home office with access to a secure Internet connection.
13. Ability to read, write, speak, and comprehend English fluently.
14. Vaccines required.

Required Knowledge, Experience, or Licensure/Registration

1. Medical Degree
2. Family practice provider with at least ten (10) years of medical experience and four (4) or more years in a leadership role in an organization.
3. FQHC experience preferred.

*To comply with the Americans with Disabilities Act of 1990 (ADA), which prohibits discrimination against qualified individuals on the basis of disability, it is necessary to specify the physical, mental and environmental conditions of the essential duties of the job.

NeighborHealth Center is an Equal Opportunity Employer, including disability and veterans. NHC is dedicated to building a culturally diverse staff committed to serving a diverse patient population.
