



# Medical Director *Lombardi Campus*





# Join us at SRCH!

United in heart, health, and justice, **Santa Rosa Community Health** (SRCH) provides high-quality, culturally responsive health care that meets the diverse needs of our community. Every day, we open our doors to care for patients in a way that honors them and meets their healthcare needs. ***We welcome everyone with compassion and respect for their culture, language, identity, and values—no matter what.***

---

Now in our 27th year, over 40,000 children, youth, families, adults, and elders rely on SRCH for the medical, dental, and mental health care and wrap-around services they need to get and stay well. Even when faced with the many challenges in recent years, including wildfires and the COVID-19 pandemic, we continue to build resiliency and meet the needs of our community now more than ever. We are Joint Commission accredited and the home of two nationally recognized residency programs. At the same time, we're always looking to the horizon to better serve our patients, our employees, and our community.

**At Santa Rosa Community Health, we believe health care is a fundamental human right.** We are seeking a dynamic executive leader who will embody this ethos and guide our clinical strategy, medical policy management, and other clinical operations to continuously improve the health services we provide.



## If you're someone who:

- Is a **systems thinker** with experience leading **clinical operations** (FQHC preferred)
- Moves seamlessly from **idea to execution**, handling all the **details** along the way
- Bridges the need for **operational excellence** today with **innovative care models** for the future
- **Inspires teams** to move with them and **develops people**

**...then we have a great opportunity for you!**



# About the Position

## *Job Description & Duties*

**Position Title:** Medical Director, Lombardi Campus  
**Reports to:** Chief Medical Officer (CMO)

### **Job Summary**

Reporting to the Chief Medical Officer, the Site Medical Director is responsible for collaborating with the Site Director to achieve high-quality patient care at their site. In addition to regular staff physician duties, areas of responsibility include supervision and development of the provider team, clinical site supervision, and operations and system improvement at the site.

---

### **Specific Tasks and Duties Include:**

#### *Clinical Duties*

- Provides for the diagnosis and treatment of health center patients within the scope of his/her/their license to practice medicine.
- Provides follow-up on patients seen, including chart notations, lab reviews, and specialist referrals.
- Participates in Provider meetings, quality improvement/maintenance meetings, OB review meetings, and other professional activities as required by providers as part of team functioning.
- Meets regularly with the CMO to review patient care issues and provides input into developing treatment guidelines and protocols.
- Provides back-up for mid-level providers on-site, by phone during the day, or after hours when on call.

#### *Supervise and Develop Provider Team*

- Recruitment and retention activities, in collaboration with CMO and Human Resources Recruiting Manager.
- Supervises providers: orients new providers, responds to staff and provider concerns, oversees probationary period, and provides feedback, evaluation, and conducts performance improvement and disciplinary action as necessary.
- Oversees clinical staff development, including providing opportunities for professional development.
- Leads provider and staff meetings, lead quality improvement processes and trainings, and other site projects as directed by CMO.

## *Specific Tasks and Duties continued...*

### *Clinical Site Supervision*

- Responsible for overall quality of patient care and site productivity.
- Performs or delegates lab reviews and reviews urgent labs as needed.
- Performs or delegates annual review processes for all providers, including chart review for new providers and advanced practice nursing staff, and covers providers on vacation or leave as needed.
- Takes a leadership role in the recruitment and hiring processes of locum tenens providers, staff providers, and organizational leaders.
- Responds to variances and sentinel events in coordination with the Risk Management Committee.
- Participates in residency meetings, including operations, training, and faculty meetings, to serve as liaison and to build on the current collaborative relationship.
- Performs or delegates completion of billing, forms, orders, and referrals on behalf of resident trainees as needed based on regulatory requirements. For example, physical therapy referrals must be signed off by a physician.
- Responsible for the operational and financial performance of the clinical site.

### *Operations and System Improvement*

- Manages provider schedule for optimal access for patients.
- Manages provider productivity for optimal access for patients.
- Supervise and develop non-clinical staff at the assigned sites.
- Provide leadership for the cross-site departments, including direction, training, performance management, and development of all assigned staff.
- Must be familiar with the Collective Bargaining Agreement in the supervision of any union-represented staff.
- Responsible for timely, accurate submission of timekeeping processes to payroll.
- Participate in ongoing training.
- Work with community partners on regional and local projects related to clinical quality improvement in a collaborative fashion.

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

# About the Candidate

---

## Minimum Qualifications

### *Education:*

- Active California medical license and good standing with the Medical Board of the State of California; or Active Nursing License in good standing with the Nursing Board of the State of California, and active Nurse Practitioner license and Furnishing license in the State of California.
- Active DEA license.

### *Experience:*

- 5 to 10 years of clinical experience.
- 3+ years of leadership experience.
- Clinical management experience or training preferred.
- Experience with residency training program curriculum and ACGME requirements for trainees and US residency training programs.
- Experience working with electronic medical records, eClinicalWorks preferred.

### *Knowledge and Skills:*

- Demonstrated proficiency with all tasks on the most current Medical Director competency list.
- Spanish language intermediate proficiency or above (speak, read, and write) preferred.
- Demonstrates knowledge of compliance issues within the community clinic environment.



- Demonstrates a willingness to report any incident that is unusual or incompatible with accepted clinic procedures.
- Complies with HIPAA policies.
- Strong interpersonal skills; ability to be sensitive with persons of various social, cultural, economic, and educational backgrounds.
- Experience with Microsoft Office applications, including Outlook, Word, Excel, and PowerPoint.
- Strong organizational skills with the ability to prioritize projects, work relatively independently, manage multiple tasks, and meet deadlines.
- Strong written and verbal communication skills.
- Ability to work independently and as part of a team.
- Good judgment, problem-solving, and decision-making skills.

*About the Candidate continued...*

## **Physical Requirements**

*While performing the duties of this job, this position is frequently required to:*

- Use standard office equipment and access, input, and retrieve information from a computer. Use a computer keyboard with manual and finger dexterity and wrist-finger speed sufficient to perform repetitive actions efficiently for extended periods.
- Communicate effectively in person or via telephone in a manner that can be understood by those with whom the person is speaking, including a diverse population.
- Give and follow verbal and written instructions with attention to detail and accuracy.
- Perform complex mental functions and basic arithmetic functions; interpret complex laws, regulations, and policies; collect, interpret, and/or analyze complex data and information.
- Vision: see details of objects at close range.
- Coordinate multiple tasks simultaneously.
- Reach forward, up, down, and to the side.
- Sit or stand for minimum periods of one hour at a time and come and go from the work area repeatedly throughout the day.
- Lift up to 20 pounds.
- Travel to other office and community locations.

*SRCH provides reasonable accommodation for individuals with a physical or mental disability to apply for jobs and to perform the essential functions of their jobs unless it would cause an undue hardship.*



*SRCH is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation.*



# Compensation & Benefits

Santa Rosa Community Health is an Equal Opportunity Employer. It is a National Quality Leader health center, named one of the area's Best Places to Work by the North Bay Business Journal. For employees scheduled to work at least 20 hours per week, benefits start the first day of the month after 30 days of continuous active employment.

## Salary

- The range starts at \$246,500, commensurate with experience

## Travel & Relocation Reimbursement

- Covers the cost of airfare/travel and lodging to visit and interview at SRCH
- Up to \$10,000 family moving allowance (based on receipts)

## Paid Time Off (PTO) and Holidays

- Generous PTO plan starting at an accrual rate of 30 days annually
- 10+ paid holidays annually

## Health & Dental Insurance

- Choice of two health plans: Kaiser Permanente HMO Plan, Western Health Advantage HMO Plan, or Sutter Health HMO
- Choice of two dental plans: Delta Dental Plan or California Dental HMO Plan
- SRCH pays 100% of the premium for all regular non-union employees scheduled to work at least 32 hours per week

## Vision Insurance

- VSP plan available
- Employee pays 100% of the premium at competitive rates

## Life Insurance

- SRCH provides a Group Life and Accidental Death and Dismemberment Plan of \$25,000 through Mutual of Omaha for all employees scheduled to work at least 32 hours per week.

## Salary Continuation

- Employee-paid Short- & Long-term Disability Insurance plans available at competitive rates
- Aflac plans available at competitive rates

## Flexible Spending Account (FSA)

- Employees can withhold pre-tax funds from their paycheck for health expenses

## Tax-Deferred 403(b) and 457(b)

### Retirement Plans

- SRCH provides a 403(b)-retirement plan for eligible employees
- SRCH employer contribution of 3% of employee salary increases to 4.5% in the fourth year and 6% in the eighth year.
- SRCH provides a 457(b) retirement plan to a select group of highly compensated employees to supplement the SRCH 403(b) plan.
- The 457(b) plan allows employees to contribute additional pre-tax dollars toward their retirement savings.

# SRCH Values

## EQUITY

Everyone should receive the highest quality care that honors them and meets their unique needs.

## JUSTICE

Everyone deserves the right to a full and healthy life.

## CLINICAL EXCELLENCE

Continuous learning and innovation are essential for excellent care.

## COMPASSION

A loving and safe environment is essential for healing.



## RESPECT

All who enter our doors are heard, valued, and respected.

## RESPONSIVENESS

Responsiveness to the people and community we serve guides our work.

## PARTNERSHIP

The journey to health and wellness is a shared collaboration with our patients, team, and community.

---

## How to Apply

*If you're excited by this opportunity:*

Interested candidates should submit a resume and cover letter and apply online at [srhealth.info/md](https://srhealth.info/md) or scan this QR code with your mobile device. If you have questions, please contact Malina Cole at [malinac@srhealth.org](mailto:malinac@srhealth.org).

**Candidates selected for an interview will be contacted directly.**

**Thank you.**



[srhealth.info/md](https://srhealth.info/md)