



**Cassopolis**  
**Family Clinic Network**

**Job Posting**

**Date:** 6/4/18

**Title:** Chief Medical Officer

**FSLA:** Full Time, Exempt

**Location:** Cassopolis

Cassopolis Family Clinic Network is seeking a Chief Medical Officer. The Chief Medical Officer provides leadership and direction in all aspects of patient care to ensure accomplishment of objectives. Works collaboratively with the Chief Executive Officer, the clinical staff, and the administrative leadership team. Supervises the medical staff in the delivery of medical services.

**Principle Duties and Responsibilities:**

- Promotes the mission and philosophy of providing quality healthcare and related services to the medically underserved. Upholds and ensures compliance with and attention to all corporate policies and procedures, as well as the mission and values of the organization.
- Ensures all actions, job performance, personal conduct and communications represent the organization in a highly professional manner at all times.
- Integrates the efforts of the medical staff and others in the Health Center. Acts as liaison between the Health Center and any regulatory or accrediting agencies. Assists with problem resolution between medical staff members and other Health Center staff and/or customers.
- Assists with compliance of rules and regulations of various regulating bodies. Assures all medical and nursing personnel are oriented to governmental rules and regulations pertaining to OSHA, CLIA, Blood borne Pathogens, etc. upon employment. Participates in selected committee activities dealing with compliance, infection control, risk management, safety, and the like.
- Assures all clinical providers fulfill and maintain CFCN's credentialing and privileging requirements.
- Establishes, monitors and actively participates in the Health Center's Quality Management Program, approved by the Board of Directors, which provides mechanisms and oversight to assure the delivery of safe, continuous, high quality services to patients through an integrated program of quality improvement strategies, studies, monitoring's, audits and education.
- Provides leadership to achieve meaningful use of Electronic Health Records. Encourages medical staff in the effective use of EHR, complete and timely completion of documentation, and closing of charts for billing.

- Promotes educational programs for staff that improve quality and customer service, including clinical training programs (i.e., ICD-10, Medical Review Officer training, and Department of Transportation PE) and services required of Community Quality Improvement (CQI) activities.
- Provides leadership for Patient Centered Medical Home activities. Assists in creating patient care teams.
- Works with leadership team to develop efficient operation and organization of the Health Center Network.
- Arranges provider staffing patterns that ensure a high level of quality, customer satisfaction and productivity.
- Arranges for after-hours call among the medical staff.
- Actively participates in medical staff recruitment and retention.
- Prepares and/or coordinates annual medical staff evaluations.
- Provides input to management in strategic planning for facilities, equipment and services of the Health Center.
- Collaborates with the leadership team to plan, develop and implement strategies to effectively meet Community Health Center (CHC) program requirements, including data reporting.
- Attends National Association of Community Health Center (NACHC)/Bureau of Primary Health Care (BPHC) meetings, educational sessions and conferences to ensure he/she is knowledgeable about current BPHC/CHC program requirements. Attendance at the NACHC new Medical Director training is required.
- Actively participates in Michigan Primary Care Association (MPCA) Medical Director activities, including Chief Medical Officer forums/discussions/clinical quality trainings, to ensure he/she is knowledgeable about MPCA quality initiatives.
- Develops and maintains effective community relationships necessary to promote the activities of Cassopolis Family Clinic Network.
- Performs other duties as assigned.

**Knowledge, Skills and Abilities Required:**

Education:

- Doctor of Medicine or Doctor of Osteopathic Medicine with current unrestricted license to practice as a physician in the State of Michigan.

Experience:

- Previous 5 years outpatient clinic experience. Previous experience in leadership roles helpful.

**Interpersonal:**

- Demonstrated interpersonal skills to interact in an effective manner with staff, patients and families.
- Ability to collaborate with clinic staff and providers as well as with administration and the public.
- Excellent leadership skills with demonstrated ability to effectively lead in a changing environment.
- Excellent and effective written and verbal communication skills.

**Knowledge:**

- Knowledge of organization policies procedures, systems and objectives.
- Knowledge of healthcare administration.
- Knowledge of computer systems and applications.

**Certificate/License:**

- Licensed MD/DO from the State of Michigan.

**Reporting Relationships:**

- Reports to Chief Executive Officer.

**Working Environment:**

- Must be in good physical and mental health.
- Requires working under stress, in emergency situations or during irregular hours. Must have ability to cope with physical and mental stress.
- Physical: Sitting, standing and walking required throughout work period. Independently mobile.
- Requires activities such as pushing, stooping, kneeling, talking and seeing.
- Requires full range of motion, manual and finger dexterity and eye-hand coordination.
- Requires normal visual acuity and hearing.
- Ability to occasionally transfer and position patients, reposition equipment and lift supplies weighing up to 50 pounds. Ability to adapt and function in varying environments of workload, patient acuity, worksites and work shifts.
- Work is performed in a clinic setting. Contact with patients and staff.
- Works in an environment where there is minimal physical discomfort due to temperature, noise, dust and the like.
- Occasional exposure to unpleasant odors, communicable diseases, hazardous materials and equipment.
- Ability to communicate via phone, mail and in person to resolve disputes, solve problems, etc.
- Cognitive skills to analyze, calculate data, problem solve.
- Job is subject to frequent interruptions.
- Job requires a variance in working hours.

**CFCN Employee Benefits:**

CFCN offers an attractive compensation and benefit package including paid time off, paid holidays, medical/dental/RX and vision insurance, short and long term disability, life and accidental death and dismemberment coverage, and a 401k retirement plan.

**How to apply:**

For consideration, please send your resume to Mary Geegan Middleton, 261 M-62 North, Cassopolis, MI or email to: [mmiddleton@cassfamilyclinic.org](mailto:mmiddleton@cassfamilyclinic.org).