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JOB POSTING

TITLE: Director of Primary Care

STATUS: Full-time

LOCATION: Antioch and Richmond, CA

**OUR MISSION & VISION**

The Brighter Beginnings mission to“*support healthy births and successful development of children by partnering with parents and helping to build strong communities*“, gains its strength and aspiration from our core belief and vision that, ***Every family matters, and every child deserves a happy, healthy future.”***

**OUR HISTORY**

Brighter Beginnings is a 501c3 nonprofit organization and has been responding to the needs of families in resource-poor neighborhoods since 1984 when our work began in response to the alarming differences in mortality and illness rates among African American babies compared to other children.

Brighter Beginnings has grown into a respected and well-connected organization with locations in Oakland, Richmond, Bay Point, and Antioch. We have a multi-cultural, bi-lingual staff of passionate and committed family-service professionals; in fact, many of our staff came to this work because of the challenges they faced in their own families.

**POSITION SUMMARY**

The Director of Primary Care is responsible for overseeing all patient care and working with the Brighter Beginnings Family Health Clinic (BBFHC) providers and staff to ensure quality outcomes. The Director of Primary Care will work with providers and management to maintain center policies, procedures and protocols and assist in strengthening provider productivity, provider recruiting/retention, contribute to strategic planning, and ensuring center compliance with State and Federal Primary Care clinic requirements..

The Director of Primary Care also participates in development and implementation of the mission, vision and values of the Brighter Beginnings and their Family Health Clinics, including the provision and direction of high quality, standards-based patient centered health care.

**QUALIFICATIONS:**

JOB QUALIFICATIONS AND EXPERIENCE

EDUCATION AND LICENSURE

1. Licensed and Board Certified Nurse Practitioner (NP-C) with Master’s Degree in Nursing.
2. Minimum of 5 years’ experience as a Licensed Nurse Practitioner plus minimum of two (2) years’ experience in a supervisory or administrative capacity.
3. Experience working at an FQHC or experience working with similar patient demographics

**RESPONSIBILITIES:**

Quality of Care:

* Provides evidence-based primary care directly to patients carrying out all responsibilities as outlined in the Clinical Policies & Procedures Manual, including adherence to Clinical Practice Standards.
* Ensures staff in the Brighter Beginnings Family Health Clinics receive best practice updates and trainings specific to their roles and skill levels.
* Responds to new trends in healthcare and facilitates dialog and communication in order to fulfill goals.
* Review any medical records as requested by providers for quality care and treatment issues.
* Maintain patient confidentiality in accordance with HIPAA regulations.
* Will report concerns regarding quality assurance or practice issues per the Policies and Procedures to CEO, Medical Director, and Clinic Director.
* Establish and maintain understanding and cooperation with local organizations toward effective community health.
* Stay up to date with medical developments, new drugs, treatments and medications, including complementary medicine.
* Maintaining a portfolio of continuing professional development (CPD) activities.

Guidelines and Productivity Standards:

* Coordinates with Clinic Director and Billing Services Manager for Nurse Practitioner office coverage and on-call scheduling.
* Provide indirect patient care through collaboration with providers by phone or in person and be available for consultation by electronic communication at all times.
* Participate in quarterly clinical chart peer reviews in order to enhance patient outcomes.
* Provide direct leadership for Quality Assurance, Utilization Review and Medical Advisory Committees.
* Work productivity must demonstrate ability to see a minimum caseload of 18-20 patients per day (8 hour shift) effectively work patients into their schedules as caseload demands and respond to a variety of unforeseen daily circumstances, including emergency care of patients.

Administrative:

* Work in coordination with the Clinical Director, CEO, and Board of Directors in planning programs, updating Clinical Policies & Procedures and Quality Assurance protocols, and administering the clinics.
* Review and collaborate on all practice protocols for nurse practitioners and clinic policies and procedures.
* In coordination with the clinic management and health education team, initiate and develop special clinics and programs to meet the needs of the community including diabetes, asthma or other chronic disease management programs.
* Plan and conduct in-service training programs for staff.
* Participate in board meetings, staff meetings, planning meetings and other meetings, as needed.
* Assess productivity standards in collaboration with CEO, Clinic Director, and Medical Director.
* Interfaces with administrative staff concerning the creation and dissemination of Provider productivity reports at least quarterly, addresses deficits.
* Ensures staff are adequately trained on billing and coding procedures, assessed and updated at least twice yearly.

**SUPERVISORY RESPONSIBILITIES**

* Supervises all providers of direct health care, Health Educator/ Dietician and Behavioral Health Consultant and Clinical Services Coordinator.
* Serves as liaison between the health care providers, other clinical staff and the Clinic Director and Managers and administration.
* Promotes and approves continuing education programs for health care providers and clinical support staff.
* Reviews Provider chart audit reports quarterly with specific regard to EHR standard use and documentation accuracy and completion.
* Hire and termination responsibilities for health care providers including physicians and nurse practitioners in conjunction with the CMO Leadership Team
* Performs all required personnel evaluations of health care providers.

**SPECIAL ADA REQUIREMENTS**

Brighter Beginnings is in full compliance with the Americans with Disabilities Act (ADA) and does not discriminate with regard to applicants or employees with disabilities, and will make reasonable accommodation when necessary.

1. For the purposes of ADA, the “Responsibilities” and “Qualifications” are essential job functions.
2. Work is normally performed in a typical interior/clinic work environment, with typical office noise and other disruption.
3. Limited physical effort is required.
4. Both standing and sitting are required, with half of the job time spent sitting. Approximately three-quarters of the time is spent using a computer keyboard.
5. Various types of equipment/supplies are used to accomplish the job requirements and include, but are not limited to medical equipment, pens, pencils, calculators, computer keyboards, telephone, printers, etc.
6. Required to drive to other work sites for meetings, conferences, etc.

**BENEFITS**

Competitive wages, friendly environment, two weeks of vacation (increase after 1 year of employment), 13 paid holidays; sick leave; employer-paid health, dental, vision, life and disability insurance; optional employee-paid dependent health coverage available, 403b retirement account with matching, FSA, Transit Benefit and EAP. Employees working full-time will receive these benefits.

**APPLY**

If you’re interested in this position, please email resume to [jobs@brighter-beginnings.org](mailto:jobs@brighter-beginnings.org) or apply on indeed. Please make sure to subject the email with the position title that you are applying for.