AIDS Project of the East Bay
Oakland, CA

**JOB TITLE:** Medical Director

**GENERAL DESCRIPTION:** Under general supervision of the Executive Director and in collaboration with the administrative team, the Medical Director develops, implements, and evaluates the medical practice delivery model in accordance with the goals of AIDS Project of the East Bay (APEB)- a non-profit community based organization located in Oakland, CA for over 33 years. The Medical Director shares in the administrative functions that directly impact medical services and collaborates with the management team in overall planning. The Medical Director assures delivery of quality services to all patients.

Also performs clinical responsibilities as agreed upon by the Executive Director.

This is a part-time position. The Medical Director will provide services from 4-8 hours a week for a maximum of 24 hours a month. The hourly rate range is between $115 - $145 an hour depending on experience.

**CHARACTERISTIC DUTIES:**

1. Participates in the recruitment and selection process for medical providers.
2. Performs clinical supervision of clinic staff, including regular performance appraisals and feedback.
3. Collaborates on the integration of medical services into APEB’s overall comprehensive services.
4. Advises on purchase of medical equipment.
5. Leads planning for the development of new clinical programs.
6. Review patient medical charts for understanding of patient needs
7. Sign off on charts
8. Performs or delegates responsibility for quarterly medical record reviews for all clinic staff focusing on quality of care and appropriate coding.
9. Supervises physician assistants and nurse practitioners at APEB.
10. Assists staff with treatment modalities pertinent to APEB patient populations.
11. Demonstrates an understanding of APEB’s mission in performing all aspects of the position.
12. Demonstrates a caring and helpful attitude when interacting with patients, vendors and fellow employees.
13. Assists in promoting a medical staff environment in which the providers retain independent judgment and responsibility in the practice of medicine.

**MINIMUM QUALIFICATIONS:**
1. M.D. or D.O. degree from an accredited medical school
2. Board certified in one of the primary care specialties.

**PREFERRED QUALIFICATIONS**

1. At least two years experience working with community based programs.

Send inquiries to Miriam Vega, PhD at mvega@apeb.org