

JOB DESCRIPTION

POSITION TITLE:	Pediatrician
LOCATION:	HOPE Clinic
REPORTS TO:	Pediatric Director
EDUCATION:	Current unrestricted Texas Medical license is required; Must be Board certified in Pediatric Medicine (or Board Eligible with the intent to certify within two years of beginning employment);
WORK EXPERIENCE:	Experience working in Pediatric medicine environment and/or community health experience is preferred; new grads are welcomed
SALARY RANGE:	Depends on Experience
FLSA STATUS:	Non-exempt
POSITION TYPE:	Full-Time
LANGUAGE:	Fluent in English; Bilingual in English and Spanish, Arabic, Burmese, Chinese or other languages is a plus!

HOPE Clinic is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including but not limited to disability, race, creed, color, age, sex, religion, political or other opinion, national or social origin, etc.

JOB SUMMARY:

Physicians who diagnose, treat, and help prevent children's diseases and injuries. Examine children regularly to assess their growth and development. Treat children who have minor illnesses, acute and chronic health problems, and growth and development concerns.

MAJOR DUTIES & RESPONSIBILITIES:

- Provide quality medical care to all pediatric patients of HOPE Clinic;
- Advise patients and community members concerning diet, activity, hygiene, safety, and disease prevention;
- Analyze records, reports, test results, or examination information to diagnose medical condition of pediatric patients;
- Prescribe or administer medication, therapy, and other specialized medical care to treat or prevent illness, disease, or injury;
- Provide and manage long-term, comprehensive medical care, including diagnosis and nonsurgical treatment of diseases for pediatric patients;
- Manage and treat common health problems, such as infections, influenza and pneumonia, as well as serious, chronic, and complex illnesses in pediatric patients;

- Immunize patients to protect them from preventable diseases;
- Explain procedures and discuss test results or prescribed treatments with patients;
- Monitor patient's conditions and progress and reevaluate treatment as necessary;
- Make diagnoses when different illnesses occur together or in situations where the diagnosis may be obscure;
- Refer patient to medical specialist or other practitioner when necessary;
- Advise surgeon of a patient's risk status and recommend appropriate intervention to minimize risk when needed;
- Collect, record, and maintain all patient information, such as medical history, reports, and examination results and prepare reports and correspondences related to the work as needed;
- Close all patients charts within 48 hours of visit;
- Comply with policies, protocols, and procedures of HOPE Clinic and policies and procedures required of a FQHC;
- Participate in clinical activities including but not limited to Compliance Performance Improvement team;
- Participate in the community health events, health education initiatives, and/ or physical/screenings activities conducted by HOPE Clinic in collaboration with community partners as needed;
- Participate in community partners meetings as an effort to plan and work on collaborative initiatives as needed;
- Work as an integral part of the clinical team and honor and support the Mission of HOPE Clinic;
- Participate in peer review;
- Participate in on-call schedule and Saturday clinic rotation;
- Supervise residents and medical students when assigned and complete feedback/evaluations within 1 week after the end of their rotation;
- Be flexible to work at other HOPE Clinic sites as needed;
- Complete administrative assignments as requested by Medical Director and/or Pediatric Director;
- Report to the Pediatric Director;
- Perform other duties as assigned to support HOPE Clinic's Mission, Vision and Values.

QUALIFICATION REQUIREMENTS:

- Graduation from an accredited medical school, completion of approved post-graduate training;
- Must have current DEA registrations for the purpose of writing prescriptions
- Current Basic and Pediatric Advanced Life Support certification;
- Understanding of Texas mandated reporting laws;
- Previous experience in hospital and/or clinic settings.

EDUCATION and/or EXPERIENCE:

- Current unrestricted Texas Medical license is required;

- Must be Board certified in Pediatric Medicine (or Board Eligible with the intent to certify within two years of beginning employment);
- Experience working in Pediatric medicine environment and/or community health experience is preferred.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general health and social services guidelines, technical procedures, or governmental regulations. Ability to write reports, health correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups or patients, center staff, and the general public.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instruction furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES:

- Bilingual (Vietnamese, Chinese, Arabic and/or Spanish with English) is preferred.
- Above average skills in language ability as well as public speaking and writing.
- Must have good transportation and a valid Texas Driver’s license.

LEADERSHIP RESPONSIBILITIES:

No direct people management responsibilities. May provide occasional work guidance, technical advice, and training staff.

WORK COMPLEXITY/INDEPENDENT JUDGEMENT:

Work tasks are often straightforward, routine, structured and guided by established policies and procedures. Little, if any, independent judgment is required, outside of making basic choice in the selection and application of established methods. The job received frequent, ongoing supervision.

PROBLEM SOLVING:

Decisions are made on routine matters affecting few individuals and usually within the confines of the job's own department. Specific job activities and results are typically reviewed closely. There are limited requirements for developing new ideas or changes in methods, procedures or services.

COMMUNICATION/INTERACTIONS:

Information sharing - gives and receives information such as options, technical direction, instructions and reporting results. Interactions are mostly with patients, own supervisor and coworkers in own and other departments.

IMPACT OF DECISIONS:

Follow rules and procedures. Decisions can have minimal or no impact to HOPE Clinic. Errors can be readily detected, usually by the employee, and, if made, would result in minor expense for correction.

PATIENT RELATIONSHIPS:

Follow through with patient inquiries, requests, and complaints. Forward difficult and non-routine inquiries or requests to appropriate level for resolution.

AMERICANS WITH DISABILITIES SPECIFICATION:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to stand, sit, talk, hear, stoop, kneel, and use hands and fingers to operate a computer and telephone keyboard reach.
- Specific vision abilities required by this job include close vision requirements due to computer work.
- Light to moderate lifting (up to twenty pounds) is required.
- Ability to uphold the stress of assisting patients of diverse backgrounds.
- Regular, predictable attendance is required.

WORKING/ENVIRONMENTAL CONDITIONS:

Work is normally performed in a typical health clinic work environment which may or may not subject the employee to hazardous or unpleasant elements, noise, crowds, confined/restricted but fire hazard approved desk spaces/rooms and varying temperatures at the clinic. There may be occasional off-site/outdoor assignments with exposure to heat/cold, wet/humid, dry/arid airs or temperatures.

HOPE Clinic is a smoke-free and drug-free workplace in compliance with federal guidelines.

Signature

Date

Full Name - Printed