



Administrative Office • Tyler, Texas 75702
Office: (903) 535-9041 • Fax: (903) 531-9490

About FAMILY Circle of Care

FAMILY Circle of Care is an FQHC certified, non-profit, 501(c)(3) health care center that has achieved National Committee for Quality Assurance recognition as a Patient Centered Medical Home Level III with clinics located in Tyler, Jacksonville, and Athens, Texas. Through our integrated care model we demonstrate significant improvements in health outcomes for patients and valuable cost savings to the health care industry, including Medicaid programs, as well as through the provision of care to the uninsured.

Join the team at FAMILY Circle of Care as we bring our Mission of access to compassionate care for the whole family with unsurpassed quality to East Texas. Our goal is to assure that residents of East Texas have access to quality primary and preventive health care. Our facilities offer Family Medicine, Family Planning, Pediatrics, and OBGYN services.

FAMILY Circle of Care offers a very competitive wage and benefits package, including a bonus incentive program for eligible employees. Also offered are group health, dental, vision, 403(b) with employer match and a 457b plan. Plus, 20 day PTO per year and company paid life insurance, Short Term Disability, and Long Term Disability. Employees may also qualify for federal student loan repayment program.

OB/GYN Physician

Location: Tyler, Texas

FAMILY Circle of Care serves primarily Medicaid/uninsured patients in a community based health center setting in East Texas. Our OBGYN clinic located in Tyler is predominately an OB practice with a growing gynecological segment. Through our integrated care model we demonstrate significant improvements in health outcomes for patients and valuable cost savings to the health care industry.

Position Overview:

- Our team of five OBGYN physicians treat patients in both outpatient and inpatient settings. Prenatal care, family planning and Title X services are offered, as well as medical and surgical care of the female reproductive system and associated disorders.
- OBGYNs maintain privileges at one hospital – Christus Trinity Mother Frances Hospital. The hospital maintains an OBED staffed by OB Hospitalists that are backed by a strong NICU that serves all gestational ages. We deliver over one-half the babies in Smith County each year.
- Each physician is scheduled for two clinic days and one 24-hour hospital shift per week. Weekend call shifts are covered amongst the 5 physicians.
- Must maintain clinical expertise and competency as well as demonstrate thorough knowledge of procedures to deliver quality OBGYN health care.
- Participate in specified health promotion, education, and/or prevention programs as needed and attends and participates in clinic meetings/departamental meetings and other clinic functions as required.



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Qualifications:

- Completion of a Medical Degree from an accredited school of medicine and completion of approved post-graduate training.
- Board Certified in Obstetrics and Gynecology.
- Unrestricted Texas license (currently licensed or license pending).
- Ability to be credentialed per major hospital system policies and procedures.
- Current DEA & DPS Certification
- Current Cardiopulmonary Resuscitation (CPR) for Healthcare Professionals Certification.

Ability to speak English & Spanish preferred but not required.

Experience in EPIC helpful but not required.

Family Medicine Physician

Location: Tyler, Texas

Position Overview:

- Maintain clinical expertise and competency and demonstrate thorough knowledge of procedures to deliver quality family medicine health care.
- Provide clinical sessions, as scheduled, in direct patient care at clinic site, including extended hours clinics.
- Examines, diagnoses, treats and/or refers patients assigned to physician's panel, on an in-patient and out-patient basis.
- Refers patients for appropriate specialty care services as appropriate.
- Maintains a problem oriented health record for each patient seen in accordance with the FCC established Health Information Management policies and procedures.
- Ensures that all parties are educated about diagnosis and the plan of care. May act as a resource for facilitating communication when necessary.
- Provides clinical oversight under the supervision of the Chief Medical Officer.

Qualifications:

- Completion of a doctor degree from an accredited school of medicine of osteopathy.
- Unrestricted Texas license (currently licensed or license pending).
- Current DEA & DPS Certification
- Current Cardiopulmonary Resuscitation (CPR) for Healthcare Professionals Certification.

Ability to speak English & Spanish preferred but not required.

Prefer 3 to 5 years post-graduate training giving direct patient care.

Experience in EPIC helpful but not required.



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Clinic Site Manager

Location: Tyler, Texas

This position is responsible for day to day clinic operations under the direction of the COO and in accordance with FCC goals and objectives; ensures clinic flow by serving as liaison between provider needs and clinical resources; and provides leadership and manages clinical support staff. Duties: staff allocation and hiring, ensuring that each employee understands their job description, the desired results associated with their work and makes resources available to achieve the results. Must monitor and evaluate issues regarding satisfaction and quality and take appropriate action, participate in compliance and performance improvement initiatives and quality committees. Also, this position has Human Resource accountability dealing with employee issues, time and attendance management, and timesheets and scheduling, performance appraisals, and rewards and disciplines employees.

Qualified candidates must possess a Masters Degree in Healthcare Administration or a related field and 3 to 5 years' experience in a health care, front line supervisory role. Excellent communications skills, including presentation skills, data analysis, problem solving and decision making abilities required. Intermediate computer skills and knowledge of electronic health record system desired. Must be willing to travel between clinical locations as needed. Bilingual skills a plus.

Licensed Vocational Nurse

Location: Hiring at all locations

- Athens, Texas
- Jacksonville, Texas
- Tyler, Texas

Job duties include providing professional nursing under supervision for clinic patients according to established standards and practices, and performing various lab tests and other procedures when necessary. Assist provider in examination and treatment of patients and administer medications safely to patients, while managing patient flow. Must be able to demonstrate exceptional service to patients, families, referral sources, co-workers and other customers. Other responsibilities include reading, analyzing and interpreting general medical charts and instructions in an electronic health record environment.

Qualified candidates must possess a HS diploma or equivalent, an active Texas license and a current CPR certification. Must have good analytical, problem solving and decision-making skills as well as excellent verbal and written communication skills. Basic office skills - typing (30 wpm) data entry, 10-key necessary. Bilingual skills strongly preferred.



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Certified Clinical Medical Assistant

Location: Hiring all locations

- Athens, Texas
- Jacksonville, Texas
- Tyler, Texas

Position responsibilities are assisting physicians and other medical staff with a variety of medical responsibilities such as basic patient care duties, including obtaining vital signs, weighing patients and collecting specimens (including phlebotomy). Position also responsible to clean and restock exam rooms, order supplies, assist providers with procedures and facilitate patient flow through clinic. Qualified applicants must have a HS diploma or equivalent (GED), and current Clinical Medical Assistant Certification by an accredited agency. Documented clinical experience desired but not necessary. Candidates must have good analytical, interpersonal, problem solving and verbal and written communication skills, and ability to work in a fast-paced environment. Basic office, data entry and 10-key skills necessary; bilingual skills preferred.