



**POSITION ANNOUNCEMENT
ASSISTANT MEDICAL OFFICER**

Department: Medical
Status: Full Time

Date: September 2018

POSITION SUMMARY:

The Assistant Medical Officer (AMO) is instrumental in advancing CareSouth Medical and Dental (CSMD) mission to provide quality care to all we serve. The AMO provides support to the Chief Medical Officer (CMO) to plan, organize, and direct clinical services with an emphasis on promoting evidence-based practices to support optimal patient outcomes, and may serve as a member of the organization's quality management team on behalf of the CMO to ensure clinical providers remain abreast of CSMD quality initiatives.

The AMO will also maintain an active patient caseload and act as a medical provider with demonstrated acumen providing quality patient-centered care.

The incumbent will provide direct supervision to the behavioral health team and satellite office clinicians. Essential skills include the ability to function effectively under stress and to organize and prioritize work; the ability to supervise staff effectively - set expectations and ensure accountability; demonstrate ability for solutions-based management and conflict resolution. The AMO is responsible for the timely administration of performance evaluations and developing corrective action plans as needed to support performance improvement, and other necessary supervisory management tasks.

REQUIREMENTS:

1. EDUCATION:

Assistant Medical Officer is required to be a graduate of an approved and accredited Medical School. Master of Business or Health Administration helpful.

2. LICENSES, REGISTRATION AND/OR CERTIFICATIONS REQUIRED:

Board certified or Board eligible in Family Practice or Internal Medicine. Chief Medical Officer must be licensed to Practice Medicine in the State of Louisiana and possess a Medical School Diploma, Board Certification Notification and/or Residency Training Certificate. Federal and State DEA Certificates. Must apply for and be able to receive staff privileges at local hospitals.

3. JOB KNOWLEDGE:

The AMO must have supervisory skills and knowledge of budgets and organizational structure and three to five years' proven experience in an administrative position in the health field. Must have the ability to direct and supervise skilled and semi-skilled employees.

RESPONSIBILITIES:

1. Acts as clinical provider treating patients in CSMD clinical setting.
2. Oversees the behavioral health services staff and resources to operationalize an effective service delivery system.
3. Administers clinical services according to the guidelines established for all staff physicians of similar training and board certification.
4. Conducts Chart Reviews according to policy, and as assigned by CMO.
5. Collaborates with the CMO to support an efficient and cost-effective clinical program; ensures maximum productivity of subordinate clinical providers.
6. May assist in recruitment of clinical staff including physicians and mid-level providers.
7. Assign, direct, supervise, and review work of subordinates.
8. Provides leadership and motivation to other CSMD employees to effectively and efficiently perform their jobs; leads by example, holding themselves to the standards of conduct and performance that they command of subordinates.
9. Attends required meetings (may present the CMO report, if assigned, at monthly board meetings) and participates on internal committees as assigned.
10. Recommends budget items including patient care equipment and supplies to the CMO.
11. Meet or exceed annual productivity standards.
12. Utilizes technology to create a more efficient and effective way of doing business.
13. Actively participates in outside association activities (LPCA, AHEC, etc).
14. Maintains licensure in good standing in the state.
15. Maintains and assures implementation of all Joint Commission/Patient Centered Medical Home, and NCQA certification requirements.
16. Maintain confidentiality of workplace information according to the policies and procedures of the organization.
17. Perform other duties as assigned by the Chief Medical Officer.

SUPERVISES:

Directly supervises Psychiatrists, Medical Psychologist, Mid-Level Providers, and Behavioral Health Director. Indirectly supervises Registered Nurses, Licensed Practical Nurses, Certified Medical Assistants, and other medical staff employees.

PHYSICAL REQUIREMENTS:

1. Visual acuity - always
2. Hand – eye coordination - always
3. Lifting approximately 10-15 lbs., Pushing, Pulling - sometimes
4. Stooping, Bending, and Standing - sometimes
5. Walking- frequent; short distances

WORK ENVIRONMENT:

1. Indoor, environmentally controlled
2. Exposure to disease or infections
3. No vibrations

APPLICATION PROCEDURE:

Please submit a completed employment application found at www.caresouth.org/jobs or the HR office, resume, and credentials via email to jobs@caresouth.org or deliver to the HR office. CareSouth is an EOE.

CLOSING: October 15, 2018 or until filled .