



# Mountain Family HEALTH CENTERS

## JOB DESCRIPTION

<b>Job Title: Family Medicine Doctor with Prenatal Care</b>	<b>Job Code: 451</b>
<b>Department: Medical</b>	<b>Location: Avon/Gypsum</b>
<b>Effective Date: 4/2025</b>	<b>Pay Grade: 29</b>
<b>Reports To: Chief Medical Officer/Site Medical Director</b>	<b>FLSA Status: Exempt</b>

### POSITION SUMMARY

Mountain Family Health Centers is seeking a compassionate, mission-driven primary care physician with OB experience to provide acute, chronic, prenatal and preventive care for our diverse patient population.

This full-time position features a family-friendly 4-day work week (four 10-hour shifts), allowing for exceptional work-life balance. Primary work days are Monday-Friday, with optional weekends. No overnight or on-call shifts are required.

Practice medicine while enjoying life in a vibrant mountain community, with year-round access to skiing, hiking, biking, and outdoor recreation, making this an ideal opportunity for providers seeking both professional fulfillment and an outstanding quality of life. Enjoy a generous benefits package including paid time off, sick leave and wellness hours.

**SUPERVISORY RESPONSIBILITIES: None**

### ESSENTIAL DUTIES/RESPONSIBILITIES (Listed in descending order of importance)

#### A. Objectives of the Role

1. Embrace the mission, vision and Six Principles of the Board of Directors of Mountain Family Health Centers.
2. Make competent health care diagnosis and treatment decisions.
3. Provides diagnostic and therapeutic services to patients of all ages, including performing history, physical exams and prescribing therapy; managing acute, chronic, prenatal and preventive care; and referring for hospital and specialty services.
4. Interprets laboratory results, outside test results and reports from outside consultants.
5. Provides or supervises patient information or education.
6. Assists in monitoring the quality of the Laboratory, X-ray and other clinic services.
7. Provides input to team-based care, clinic improvements activities and the site team.
8. Collaborates on health care performed by nurse practitioners and physician's assistant, to include being available by telephone to provide back-up and information during normal office hours, when scheduled to work.
9. Assists in developing and monitoring guidelines for non-physician clinicians to use when physician is not on site.
10. Assists in developing and implementing guidelines for after-hours coverage.

11. Assists other staff in complying with any special conditions of grant awards, rules, regulations or laws.
12. Works with the management team to improve clinic productivity and to enhance the cost-effectiveness of health services.
13. Assists in the Quality Improvement program, development and implementation of quality guidelines and peer review.
14. Attends clinical and organizational meetings including clinic staff meetings, site team meetings, provider meetings and All-Staff meetings. Attends additional meetings as assigned by the Medical Director, including but not limited to: Quality Improvement, Team Based Care meetings.
15. Provides triage services after hours as required by the Site's on-call schedule.
16. Participates in the JCAHO/HRSA process.
17. Participates in and helps lead trainings related to prenatal care for FTCA
18. Assists in providing coverage for unanticipated leave.
19. Assists with in-service training programs.
20. Adheres to the infection control policies and procedures.
21. Embraces the mission, vision and values of the Board of Directors of Mountain Family Health Centers
22. Always maintains patient confidentiality in accordance with HIPAA regulations
23. Other duties as assigned by supervisor.

#### **REQUIRED SKILLS/ABILITIES**

- **Communication** – Possesses excellent communication skills, both interpersonal and written, and ability to work effectively with all levels of employees. Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings; writes clearly and informatively; edits work for spelling and grammar; keeps others adequately informed; selects and uses appropriate communication methods.
- **Health Center Culture** – Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and principles; upholds organizational values; follows policies and procedures; supports organization's goals and values; shows respect and sensitivity for cultural differences; follows instructions; responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan; asks for and offers help when needed.
- **Customer Service for Internal and External Customers/Patients** – Manages difficult or emotional customer/patient situations; responds promptly to customer/patient needs; solicits customer/patient feedback to improve service; responds to requests for service and assistance; meets commitments.
- **Job Knowledge** – Competent in required job skills and knowledge; exhibits ability to learn and apply new skills; keeps abreast of current developments; requires minimal supervision; displays understanding of how job relates to others; maintains confidentiality per policy and regulations; fluent in Microsoft Office programs, including Word, Excel, PowerPoint and Outlook and job related software and computers; familiarity with social media, databases, and professional networks locally and nationally; uses resources effectively; pursues training and development opportunities; adapts to new technologies; keeps technical skills up to date.

- **Problem Solving** – Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics; adapts to changes in the work environment; changes approach or method to best fit the situation.
- **Planning/Organizing** – Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; develops realistic action plans.
- **Quality Management** – Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness; applies feedback to improve performance; monitors own work to ensure quality.
- **Safety and Security** – Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.
- **Teamwork** – Exhibits objectivity and openness to others' views; gives and welcomes feedback; establishes and maintains effective relations; exhibits tact and consideration; offers assistance and support to co-workers; works cooperatively in group situations; works actively to resolve conflicts.

## **JOB QUALIFICATIONS**

### **A. Education or Formal Training & Experience**

1. Graduation from an approved medical school.
2. Satisfactory completion of a post-graduate training program and is Board-Eligible or Board-Certified by the American Board of Physicians and specified Specialty.
3. Licensed to practice medicine in the State of Colorado.
4. BLS Certification required.
5. Completion of OB fellowship preferred

### **B. Requirements**

1. Must pass a criminal background check.
2. Annual Flu vaccine required. Employer will provide.
3. Obtain PPD for tuberculosis Employer will provide.
4. Obtain vaccine records for MMR, Varicella, T-DaP, and Hep B. Employer will provide.

### **C. Knowledge, Skill & Ability: (include materials and equipment directly used)**

1. Understanding of safety regulations in offices.
2. Well-organized.
3. Experienced in Electronic Health Record use
4. Prenatal ultrasound skills and NST interpretation
5. Medical Spanish skills preferred but not required

### **D. Physical Requirements and Workplace Environment:**

1. Requires long periods of sitting, telephone, and computer work.
2. Requires ability to lift, carry, push, and pull up to 25 pounds.
3. Requires ability to use routine office equipment such as a computer and telephone.
4. Requires sufficient near vision to be able to read documents and computer screen.
5. Requires ability to comprehend both oral and written communications.
6. OSHA Category II: Tasks in which the normal work routine involves no exposure to blood, body fluids or tissue, but exposure or potential exposure may be required as a condition of employment.

7. HIPAA Classification: Unrestricted Access: A workforce member with unrestricted access will have full access to patient's protected health information, including the patient's entire medical record, for patient care purposes.

**ADDITIONAL REQUIREMENTS**

Perform such other duties or projects as determined by this position's supervisor.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related duties requested by their supervisor.

My signature below indicates my understanding of the requirements, essential functions, and duties of the position.

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Print Name

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Signature

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Date