
November 2013

Director of Quality & Data **(Full-time; 40hrs/weekly min)**

The Director of Quality & Quality Data is responsible for the oversight of data aggregation, data analysis, data accuracy and decision support for all clinical departments and administration which rely on data to support grant reports, performance improvement, HEDIS measure and quality of care. The Director is also responsible for the supervision of and day-to-day operations of the data team. Directly supervises employees on the Data Team and the Assistant Quality Assurance Manager. Carries out supervisory responsibilities in accordance with the organization's policies and procedures. Responsibilities include assuring Joint Commission compliance, planning, chart audits, outlier identification, compiling and reporting actual-to- target achievement of grant goals, training employees; planning, assigning, and directing work; appraising performance; disciplining employees; addressing complaints and resolving problems. Chairs the QA Committee and is responsible for delivering the monthly scorecard to the QA Committee and the Board of Directors.

Director of Accounting **(Full-time; 40 hrs/weekly min)**

Under general supervision, performs complex budgeting and accounting functions; conducts financial, statistical, and analytical studies; prepares and assists in the preparation of financial reports, statements, and claims for reimbursement according to prescribed guidelines; performs related duties as required. This position is responsible for all "special Project" accounting work, cash management, decisions impacting day to day accounting and operations. Directly supervises the accounting team.

Substance Abuse Counselor **(Full-time; 40 hrs/weekly min)**

Under the supervision of the Clinical Director will see patients in a clinical setting, for substance abuse and addictions counseling. Responsible for the preparation of current patient progress reports and completion notices, providing them to the patient, courts, probation / parole departments and referral sources as appropriate. Must maintain accurate and current records according to Clinic policy and ensure that all requirements of Federal and State Regulations are met and in full compliance. Responsible for ensuring that every effort is made to assist the patient in reaching their treatment goals. Must be certified as a CAC-AD or licensed as an LCADC.

Family Medical Physician **(Full-time; 40 hrs/weekly min)**

The Family MD will insure the efficient delivery of quality health care to all clients in the ambulatory, in-patient and primary-care clinic setting. Must be licensed in Maryland and able to be credentialed with all 3rd party payers. DEA and CDS required. Must sign PA and/or NP delegation agreements for PA's and NP's on staff.

Family Nurse Practitioner

(Full-time; 40 hrs/weekly min)

The Family NP will insure the efficient delivery of quality health care to all clients in the ambulatory, in-patient and primary-care clinic setting. Must be licensed in Maryland and able to be credentialed with all 3rd party payers. DEA and CDS required.

Psychiatrist

(Part-time; 20 hrs/weekly)

Conducts assessments of patients specifically referred for psychiatry by providers of PCHC. Writes treatment plan which may include referral of patient for care in a more appropriate setting, continuation of personal care, referral internally to a social worker or substance abuse counselor, as appropriate. Prescribes medications as necessary and monitors medication whether prescribed. Must have Maryland licensure, including DEA and CDS. DEAX licensed preferred.

Para-Legal

(Part-time; 20 hrs/weekly min)

Provides legal and administrative support for General Counsel and staff. Organizes and maintains all files relating to risk management and other legal matters under direct supervision of General Counsel. Maintains up-to-date files of correspondence and other records and legal documents. Compiles and prepares reports, memos, letters, and routine correspondence. Schedule appointments, make travel arrangements for his/her supervisor, General Counsel, or other persons as directed, and coordinate meetings. Performs additional administrative and support functions and tasks as necessary.

In addition to these tasks, under moderate supervision, performs tasks for Social Security Disability/SSI claims, including, but not limited to, the following: medical records requests, medical record summaries, and medical record indexing; correspondence with the Social Security Administration; legal research as necessary; compiling and completing forms; corresponding with clients in person or by phone to do intake questionnaires and complete retention forms, and entering data into computer software database.

Administrative Assistant

(Part-time; 20 hrs/weekly)

Under general supervision, this position will provide comprehensive administrative and clerical support to facilitate the efficient and effective operation of PCHC. May assist Human Resources weekly and with special projects. Ability to keep highly sensitive information confidential. Must have AA degree or work experience in administrative and clerical duties. Must have excellent computer skills, including being able to create spreadsheets from scratch. Demonstrated intermediate proficiency in Outlook, Word, PowerPoint, Excel, and Access. Must be skilled at working both independently and effectively in collaborative and team environments. Must be detail-oriented with exceptional organizational skills. Must have ability to establish priorities, identify resources, and manage multiple projects in a deadline-oriented environment. Must have strong communication skills and the ability to create professional presentations.

Medical Assistant

(Full-time or Part-time)

Duties will include: assisting physicians and nursing staff in the care of patients; performing various patient care activities, including assisting with patient flow, taking vitals, giving injections, and other needs as required; maintaining nurses' stations, exam and procedure rooms; performing various front desk and clerical duties in a medical office; scheduling patients and/or verifying insurance information; and other duties as assigned.

H.S. Diploma or equivalent (GED) preferred; completion of an accredited Medical Assistant Program and certification; 2-3 years medical assisting and medical office experience; ability to perform all medical assisting responsibilities under state and faculty guidelines; strong patient assessment skills; and excellent communication skills. Must have own car for transportation between sites when necessary. Certified MA or Registered MA preferred.



Contact Us by Email or Fax...

Email: careers@peopleschc.org

Fax: 443-743-2866