



## Maine Mobile Health Program Seeks Medical Director

Join a passionate, committed team in a dynamic health center serving vulnerable patients in the beautiful state of Maine. The Maine Mobile Health Program (MMHP) seeks a **Medical Director** to support its mission of improving the health status of Maine's seasonal workers and their families by providing culturally appropriate care and services. The Medical Director, a member of the Senior Management Team, is based part-time in the Augusta, Maine office and oversees quality primary care of Maine's agricultural workers in an all-mobile health center setting.

For the past 26 years, the MMHP has provided health care access to migrant and seasonal farmworkers (MSFWs) across Maine. A 501(c)(3) nonprofit organization and federally qualified health center (FQHC), MMHP has an innovative approach to medical care that is low-barrier, values cultural competency and embraces the human dignity of an invisible and vulnerable population. MMHP's unique model brings medical, dental and behavioral health services to patients where they live and work via mobile medical units and by connecting clients to local partners.

The Maine Mobile Health Program is recruiting for a year-round Medical Director (MD, DO, NP) based part-time in the Augusta office, with some provision of state-wide care. This individual will oversee MMHP's medical providers (mid-levels, nurses, Clinical Coordinator, Behavioral Health Coordinator) and assist in the coordination and implementation of health care programs and outreach activities with agricultural workers and their families. Assisting in development of policies and procedures and leading the Quality Improvement (QI) Program in order to improve health care delivery are also required.

This is a less than full-time hourly position and schedule is flexible depending on the candidate's background and availability. MMHP offers a generous benefits package (a Section 125 plan equal to 20% of annual income,

to be used for health, dental and/or vision coverage, or taken as cash) in addition to paid time off, paid holidays, an IRA and an optional FSA.

The Maine Mobile Health Program is an equal opportunity employer.

The full Job Description is below.

To apply, please send resume and cover letter to Lisa Tapert at [ltapert@mainemobile.org](mailto:ltapert@mainemobile.org).

## Medical Director

### **Position Summary:**

Responsible primarily for overseeing and some provision of quality primary care to the patients of the Maine Mobile Health Program (MMHP) in accordance with MMHP's Principles of Practice. Oversees MMHP's medical providers (mid-levels, nurses, Clinical Coordinator, Behavioral Health Coordinator) and provides input into administrative supervision of other members of MMHP's mobile teams (Community Health Workers (CHW), support staff, etc.). Assists in the coordination and implementation of health care programs and outreach activities with migrant and seasonal farmworkers (MSFWs) and their families. Assists in the development of policies and procedures, and leads the Quality Improvement (QI) Program in order to improve health care delivery.

### **Essential Functions:**

1. Oversees clinical program including the setting of clinical priorities as part of the strategic planning process, as well as the development and refinement of clinical policies/protocols.
2. Interviews new providers, as well as oversees and participates in the orientation, supervision and evaluation of all medical personnel and/or clinicians of similar training, including NPs and PAs.
3. Participates in planning the delivery of MMHP's behavioral health services, and assists in the orientation and training of BH providers.
4. Reviews and approves all credentialing and privileging materials and presents to MMHP Board of Directors for final approval.
5. Works in collaboration with the Clinical Coordinator to directly support MMHP clinicians and CHWs in the delivery of care and prioritization of services.
6. Supports the Executive Director and staff in ensuring that the organization's clinical risk management activities, including identification of health center risk exposure, assessment, appraisal, and loss prevention are carried out so that the institution remains safe for patients and their families and MMHP employees.
  - a. Together with the Executive Director, acts as spokesperson for the facility in responding to persons with complaints;
  - b. Serves as a resource to staff on issues related to clinical risk management and patient safety;
  - c. Acts as a role model regarding proper customer satisfaction, conduct, confidentiality, complaint resolution, and problem solving;

- d. Reports to Board regarding incidents relating to MMHP patients and employees, as appropriate;
  - e. Presents summary information to outside legal counsel and to the Board, as appropriate.
7. Chairs the MMHP Quality Improvement Committee, and participates in the design, implementation and review of QI projects. Participates in other committees, attends meetings, and collaborates with colleagues as necessary to represent the clinical point-of-view, including but not limited to:
  - a. Providing context during audits of the program's referral voucher providers;
  - b. Participating in harvest planning and debrief meetings;
  - c. Providing input related to prior authorizations as needed;
  - d. Participating in development of EHR workflows and report requests.
8. Oversees annual Uniform Data System (UDS) process (clinical quality data reporting as required by the Bureau of Primary Health Care).
9. Develops and implements annual peer review process including:
  - a. Medical chart audit-policy, implementation and reporting;
  - b. Developing/Recommending continuing medical education as needed.
10. Provides primary care and appropriate referrals within the scope of established protocols to assure quality patient care, maintaining accurate and complete patient medical records to assure compliance with regulations.
11. Signs-off on medical records in the EHR
12. Assists with the development, implementation and oversight of MMHP's 340B program.
13. Drafts clinical sections of grant proposals (at least three annually and as needed).
14. Conducts clinical case reviews on an ad hoc basis, as well as regularly for high utilizers.
15. Assists with the oversight of health education services, screening clinics, and other appropriate activities to maximize the Mobile Medical Unit (MMU) outreach efforts.
16. Works collaboratively with other staff to ensure MSFWs and families have access to MMU and external services.
17. Adheres to infection control/safety guidelines, and confidentiality policies.
18. Upholds MMHP's mission and vision.

**Other Functions:**

1. Provides medical information required with referrals to specialty providers.
2. Approves formulary, and advises staff responsible for ordering, of appropriate supplies and medications as required.

3. Represents MMHP at the Maine Primary Care Association meetings.
4. Performs other related duties as needed.
5. Performs and records tasks as required by the Executive Director to promote proper utilization of time and staff.
6. Assesses current on-call system to determine suitability.

**Availability Requirements:**

This position is based out of Augusta, and a regular presence at MMHP's administrative office is expected. Periodic travel to harvest areas is expected. Days, and potential of some evenings and weekend hours.

**Education and Experience Requirements:**

**Licenses: Physician or Mid-level:** Must be board-eligible or board-certified, and licensed to practice by the Maine Board of Licensure in in Medicine or the Maine Board of Osteopathic Licensure.

**Education:** Providers must maintain BLS certification, with ACLS preferred, as well as training in Bloodborne Pathogens. Must hold a Drug Enforcement Agency number in order to write prescriptions according to federal law. Attendance at MMHP-sponsored cultural-sensitivity activities.

**Skills/Abilities:** Basic knowledge and skills in ICD-10 and CPT coding, basic primary care principles and protocols, and policies and procedures related to infection control, environmental safety and patient confidentiality. Ability to interpret, adapt and apply medical findings, guidelines, and procedures. Ability to organize and prioritize work. Ability to communicate with staff and patients in a culturally-appropriate manner. Prior experience in a primary care setting, or with a migrant or underserved population helpful. An understanding and/or ability to speak Spanish, Haitian Creole or M'kmaq useful. Knowledge of farm-related injuries/illnesses, such as pesticide exposure, helpful.