

## ROGUE COMMUNITY HEALTH

**Mission:** *Vibrant health for all, especially the most vulnerable,  
in partnership with our community*

### JOB DESCRIPTION

**JOB TITLE:** SENIOR MEDICAL DIRECTOR  
**STATUS:** SALARIED/EXEMPT  
**DEPARTMENT:** CLINICAL OPERATIONS  
**APPROVED BY:** DANIEL WEINER  
**APPROVAL DATE:** JANUARY 2026

**ROGUE COMMUNITY HEALTH (RCH) GENERAL SUMMARY OF DUTIES:** Support mission, goal achievement, and organizational quality in a team based, patient-centered care setting. Incorporate core organizational values of respect, integrity, compassion, honesty, and community in all activities and decisions. In conjunction with the Chief Medical Officer (CMO) and Senior Health Center Director (SHCD), ensure all best practice procedures are in place and effective through all Rogue Community Health (RCH) sites, primary medical care workflows are current and in line with Federal, State and internal requirements, align provider productivity and clinical outcomes to meet strategic goals, and provide leadership and supervisory support to all site and associate site medical directors while functioning as a primary care physician in a team based, patient-centered medical home. Promote the dignity, privacy, and confidentiality of patients, their families, co-workers, and volunteers. Provide excellent customer service to all internal and external customers, which include team members, patients, volunteers, students, visitors, and vendors, by consistently exceeding the customer's expectations. This position is expected to travel which may include all RCH sites.

**SUPERVISION EXERCISED:** Position Provides direct supervision to all RCH Site and Associate Site Medical Directors

**SUPERVISION RECEIVED:** Works under the direct supervision of the CMO and under the site administrative leadership of the HCD

**EDUCATION:** Graduate of an accredited medical school. Must be Board Certified or Board Eligible within one year of employment in Family Practice or Internal Medicine

**EXPERIENCE:** Completion of a residency program as an MD or DO. Work experience with PAs and NPs serving the uninsured/underinsured and minority patients preferred. Bilingual English/Spanish desirable.

**LICENSURE/CERTIFICATION:** Current unencumbered Oregon medical license, DEA, NPI, and BLS certification.

#### ESSENTIAL RESPONSIBILITIES- SENIOR DIRECTOR:

1. Oversees multiple RCH departments.
2. Attends senior leadership strategic planning meetings. Facilitates RCH meeting agendas and delegates meeting participation.
3. Acts as direct link between support staff, management, and Directors and Executive Officers.
4. Provides strategic direction to departments and ensures compliance with local, state, and federal regulations.
5. Act as point of contact for department leaders who call off work, need schedule changes, have scheduling issues. Maintain department leader's schedules.
6. Complete and submit monthly and quarterly reporting data to Departmental Executive Leadership. Ensure departmental benchmark goals are met or exceeded.
7. Verify and approve staffing ratio / needs based on operations & budget.
8. Verify departmental staff alignment to meet organizational strategic goals.
9. Adhere to monthly financial report/budgets and ensure that the operational activities are financially sustainable throughout the year. Ensure the achievement of strategic grant, clinical, and fiscal goals, and benchmarks. Recommend budgetary changes per year.
10. Approve submitted departmental POs per budget. Draft and submit purchase orders (POs) for approval.
11. Attend / facilitate / engage with scheduled RCH and senior leadership meetings and learning sessions.
12. Create meeting material / content. Host / facilitate meetings independently.
13. Verify the smooth daily workflow of the department.
14. Develop and issue departmental deadlines. Ensure departmental leadership meets all assigned deadlines. Adhere to leadership deadlines. Investigate and correct occurrences of missed deadlines.
15. Complete Senior Director level daily tasks to support departmental strategies and practices.

16. Draft and present all proposed departmental changes in a professional manner to Executive Leadership.
17. Assess departmental systems and report and inconsistencies, disruptions, gaps, and / or areas for opportunity to Executive Leadership.
18. Determine the need for and conduct departmental audits. Report all findings, make recommendations, carry out findings/resolutions.
19. Use and coach departmental leaders on all assigned RCH systems such as ADP, Smartsheet, Compliatric, or Learning Management System.
20. Initiate and manage department recruitment.
21. Responsible for candidate interviews and final selection of top candidate.
22. Facilitate / delegate communication strategies to ensure candidate engagement and relationship building.
23. Approve, develop, assess sustainability of departmental new hire training plans.
24. Participate in the development of all new hire onboarding activities, checklists, and expectations for medical providers.
25. Determine departmental need for workflows and policies. Draft workflows and policies. Update and maintain workflows and policies per content, relevancy, and sunset date.
26. Review, understand, and educate departmental leaders on all department / organizational workflows and policies.
27. Uphold workflows and policies duties, tasks, and expectations in a positive manner. Reconcile and address non-compliant staff.
28. Ensure site safety practices and guidelines are followed at all times. Mitigate risk. Reconcile and address non-compliant departmental leaders.
29. Ensure all departmental leaders complete required reviews and assigned compliance training. Reconcile and address non-compliant staff.
30. Monitor and manage departmental leaders and staff behavioral, skill, performance, and attendance. Reconcile and address events of non-compliance.
31. Provide regular coaching and mentoring to departmental leaders and staff. Ensure coaching efforts are appropriate, sustainable, and effective.
32. Support incident reporting, fact finding, and collection of supporting documentation. Ensure legal compliance.
33. Facilitate team member conflict resolutions.
34. Co-Manage and conduct progressive corrective actions with appropriate administrative leadership and HR for direct reports. Ensure legal compliance.
35. Ensure departmental staff communicate using proper channels and appropriate pathways.
36. Foster and ensure clear communication with team and between departments.
37. Develop, maintain, and ensure a cohesive flow of communication through all channels between support staff and Leadership.
38. Establish and maintain professional boundaries with team members at all times.
39. Foster trust, strong team relationships, and team culture.
40. Advocate and ensure RCH personnel expectations related to professional boundaries and promote a positive work culture.
41. Model accountable, professional, and respectful leadership at all times.
42. Model excellent customer service within and outside of RCH at all times.
43. Ability to give and receive feedback in a respectful and professional manner.
44. Competent in professional / technical writing documentation practices.
45. Understand and adhere to all state & federal employment laws, OARs, and guidelines.
46. Maintain job related licenses / certifications as required by the position – **if applicable**.

**ESSENTIAL RESPONSIBILITIES- SENIOR MEDICAL DIRECTOR:**

1. Participate in the hiring, onboarding, and training of new clinical and volunteer providers.
2. Ensure policies and procedures are kept up to date.
3. Supervise Site and Associate Site Medical Directors in accordance with Oregon Medical Board requirements.
4. In conjunction with the CMO and HCD, Support Site and Associate Site Medical Directors and HCDs with completion of new hire and annual development reviews.
5. Works with Quality Improvement (QI) team to develop organizational programs.
6. Engage with each site leadership team to implement and assess effectiveness of QI programs.
7. Works in conjunction with the CMO on electronic Medical Record development.

8. Works in conjunction with the CMO and Senior Health Center Director to develop and standardize organizational policies and procedures.
9. Ensure the maintenance and safety of the provider staff.
10. Ensure providers are compliant with HIPAA privacy and security practices, OSHA, FERPA and Red Flag Rules.
11. Other tasks as assigned by supervisor.

**ESSENTIAL RESPONSIBILITIES- PRIMARY CARE PROVIDER:**

1. Provide team leadership for assigned team members, assuring the smooth flow of day-to-day schedules, benchmark achievement and positive clinical outcomes
2. Perform history taking, physical examination, diagnosis and therapeutic treatment planning within the limits of their license, certifications and organizational policy
3. Order diagnostic testing as indicated, interpret, and plan appropriate follow-up with patients considering their physical, emotional and financial resources available
4. Include basic principles of healthful living and health risk reduction as part of patient encounters
5. Respond to request for medication refills in a timely fashion
6. Make referrals to specialists as necessary
7. Maintain accurate and legible records consistent with organizational procedure
8. Complete patient encounter forms consistent with organizational procedure
9. Participate in after-hours call schedule
10. Develop and maintain positive working relationships with the medical community
11. Participate in professional development to maintain Oregon licensure and Board Certification
12. Other tasks as assigned by supervisor

**QUALIFICATIONS:**

- Personal commitment to the organization’s mission, vision, and core values
- Non-judgmental attitude
- Ability to pass a criminal background check, credit check, and drug screen
- Provide appropriate documentation to verify identity and authorization to work in the US
- Valid driver’s license, reliable transportation, and proof of automobile insurance
- Ability to report for work as scheduled and work a flexible schedule when needed
- Demonstrated ability to use all Microsoft Office Suite products at an advanced level
- Ability to maintain strictest confidentiality
- Excellent time management, critical thinking, customer service, and analytical skills
- Ability to remain organized, establish priorities, and communicate adjustments effectively
- Ability to communicate and behave in a clear and respectful manner both verbally and in writing
- Ability to work as a member of a team and independently when needed
- Eligible for PrimeCare credentialing
- Demonstrated ability to lead teams and work respectfully with all level of staff

**KNOWLEDGE OF:**

- OSHA and HIPAA security and privacy rules and regulations
- Community Health philosophy
- Federal and state employment laws
- Medical coding, medical and leadership principles, theories, and practices
- Medical office practice including laws related to blood borne pathogen control and safety
- Cultural, religious, economic and social groups relating to the delivery of health and human services
- Oregon law related to the practice of medicine

**SKILLS AND ABILITIES TO:**

- Maintain professional boundaries and model professional behaviors
- Identify problems, research, and recommend resolutions
- Provide consistent excellent customer service in a fast-paced environment
- Exercise personal initiative, judgment, discretion, and decision-making
- Adhere to and uphold department policies and procedures
- Work effectively and respectfully with all departments and personnel levels
- Work under pressure, set priorities among multiple requests, and meet deadlines

- Meet clinical and visit productivity benchmarks
- Write, interpret, and comply with policy and procedures
- Lead others to achieve programmatic outcomes through their work

**WORKING CONDITIONS:**

- **Physical Demands:** Must be able to use hands to finger, handle, or feel; reach with hands and arms; eye-hand coordination and manual dexterity sufficient to operate machines, equipment and tools required for this position; some lifting, bending, reaching, pushing, carrying, standing and sitting. Vision and hearing must be corrected to normal ranges.
- **Hazardous Conditions:** Exposure to infectious diseases; potential exposure to physical violence
- **Work Condition:** 100% inside
- **Exposed to:** Cold/heat controls, close contact with sick people
- **Machines, equipment, tools, and supplies used:** computer, postage machine, fax, copier, calculator, multi-line phone system, scanner, medical equipment needed to perform essential responsibilities
- **Multiple Duties:** Must be able to work under conditions of constant interruption and be able to stay on task.

This description is intended to provide only basic guidelines for meeting job requirements. Responsibilities, knowledge, skills, abilities and working conditions may change as needs evolve.

**I have read this job description and fully understand the requirements and expectations set forth therein. I hereby accept the position of Senior Site Medical Director and agree to perform the identified essential functions and expectations in a safe manner and in accordance with RCH's established policies and procedures.**