



# GALVESTON COUNTY HEALTH DISTRICT

4C's Clinics, Public Health Programs, Galveston E.M.S.

[www.gchd.org](http://www.gchd.org)

## Position Announcement

<b>DEPARTMENT:</b>	4Cs Medical Clinic	<b>POSITION NUMBER:</b>	131
<b>POSITION:</b>	Physician	<b>LOCATION:</b>	Texas City/Galveston
<b>SALARY/RANGE:</b>	Based on Experience	<b>STATUS:</b>	Full-time / Exempt

Under the supervision of the 4Cs Medical Director, this position provides healthcare services as a credentialed, licensed physician to patients (on an appointment and walk-in basis) of the 4Cs Clinics in accordance with state and local laws, established clinic scope of services, and in accordance with priorities and goals adopted by the 4Cs Governing Board.

### Essential Job Functions

95% -Using an electronic medical records system (NextGen), interviews patients to obtain history, performs physical examination, orders lab and other tests, prescribes medications and treatments; provides continuity in managed care for patients with pre-existing long term problems; makes referrals for secondary and tertiary care; performs medical procedures, according to privileges issued; provides health maintenance visits, evaluates for immunizations, and provides anticipatory guidance and referrals; performs contract and special physical examinations as EPSDT, HeadStart, employment, etc; performs STD (sexually transmitted disease) and family planning screening and education; documents all patient contact accurately, legibly, and timely on the medical record; accepts assigned patients (scheduled and walk-in patients) in order to achieve goal of seeing an average of 3 patients per hour; performs as an active member of the medical team; may assist 4Cs Medical Director in identifying and establishing any needed, evidence-based protocols and procedures.

5% - Other duties as assigned; including, but not limited to, participating on clinical committees and other assigned healthcare-related projects. Assisting in responding to public health needs including, but not limited to, exercises, special projects (conferences, health district trainings), environmental and weather emergencies.

### Knowledge, Skills, and Abilities

Knowledge of adult learning principles and community resources.

Skill in providing excellent customer service and support; organizing and prioritizing workload and meeting deadlines; and excellent written and verbal communication. Skill in utilizing basic computer equipment and software.

Ability to efficiently, effectively and accurately utilize an electronic medical records system according to established guidelines; ability to interact effectively and professionally with persons from diverse cultural, socioeconomic, education, racial, ethnic and professional backgrounds; work effectively with managers, co-workers, members of the public and professional groups; manage and coordinate activities and projects; communicate effectively, clearly, concisely with others (internal and external customers, both verbally and in writing), consistently demonstrate positive/proactive customer service attitude; consistently maintains ethical behaviors exemplary of quality public service and fair standards, inclusively, among all employees and members of the public; work as an effective team member; function independently, exercise sound judgment and initiative; be flexible to shift priorities; maintain confidentiality; establish and maintain effective interpersonal work relationships, effectively assist providers; work toward goals and objectives of draft priorities; follow 4Cs Clinic practice guidelines and Health District policies – including adhering to the Health District's immunization policy and the mission, vision, and Guiding Principles of the Health District; receive constructive feedback including evaluation of one's productivity and practice attributes; and be available to accept new assignments to meet disaster-related Health District responsibilities.

### Education / Experience

Required: Current licensure as a MD or DO to practice in the State of Texas by the Texas Medical Board.

Preferred: Work experience in a public health or community clinic setting. Completion of an accredited primary care residency program. Board certified (or eligible) in family or internal medicine. Experience using electronic medical records (EMR) systems.

### License and/or Certification

Current licensure as a MD or DO to practice in the State of Texas by the Texas Medical Board.  
Current DEA, DPS certification  
Current CPR Certification required (ACLS preferred)  
Texas Drivers License

### Special Requirements

Must have reliable transportation and be willing to travel between GCHD facilities. Must be willing and able to work evening and weekend hours if necessary.

### Deadline

Applications will be accepted on a continuous basis until the position is filled.  
Equal Opportunity Employer