



## Community Health Programs

*The mission of Community Health Programs is to improve the health of people throughout Berkshire County by delivering exceptional compassionate health care.*

**Job Title:** Family Medical Physician  
**Department:** NAFM  
**FLSA Status:** Exempt  
**Hours:** Full Time  
**Operationally Reports To:** Chief Medical Officer  
**Direct Reports:** Clinical Staff  
**Updated:** February 2021

**Summary:** The Family Medical Physician will join a dedicated team of healthcare providers and will provide comprehensive and continuing care. This will include routine and emergency clinic care, support of health promotion and preventative medicine. This person will support CHP's mission, vision, and values and will adhere to compliance protocols as well as CHP's policies and procedures.

### **Family Medical Physician Essential Duties and Responsibilities:**

- Provide comprehensive ambulatory pediatric medical care
- Participate in the practice call schedule
- Maintain board certification
- Maintain all other required certifications including BLS and PALS
- Maintain patient medical records within the electronic health record in a timely fashion
- Submit patient charges in a timely fashion
- Support the mission, vision and values of CHP
- Be a community ambassador for CHP
- Abide by all human resource policies including those pertaining to professional behavior
- Participate in practice and organizational meetings and events in a positive, collaborative, and supportive manner
- Be a supportive and collaborative practice partner
- Provide constructive guidance and feedback to colleagues and organization
- Participate in the peer review program
- Supervise colleagues as needed

**Competencies:** To perform the job successfully, an individual should demonstrate the following competencies:

- Subject Matter Expert:
  - Is a subject matter expert and keeps knowledge current by attending required trainings and meetings.
  - Knowledge of and respect for HIPAA regulations.
  - Develops innovative approaches and ideas.
- Business Acumen:
  - Understands business implications of decisions; Aligns work with strategic goals.
  - Sets and achieves challenging goals.
- Teamwork:
  - Balances team and individual responsibilities.
  - Exhibits objectivity and openness to others' views.
  - Gives and welcomes feedback.

- Contributes to building a positive team spirit.
- Excellent customer service and interpersonal skills:
  - Highest degree of professionalism and ethics:
    - Handles issues with tact and diplomacy.
    - Reacts well under pressure; Accepts responsibility for own actions.
    - Upholds organizational values
  - Responds to requests for service and assistance; Meets commitments.
  - Takes initiative, follows through, and manages different tasks with quick turn-around time.
  - Works well under pressure, and with minimal supervision.
- Organizational skills:
  - Follows CHP policies and procedures.
  - Completes administrative tasks correctly and on time.
  - Excellent time-management skills.
- Verbal and Written Communication Skills:
  - Prepares and presents statistical and other reports oral or written as required.

**Essential Skills and Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Qualifications**

- Graduation from an accredited undergraduate medical school
- Completion of an accredited pediatric residency
- Licensing through the USMLE
- Active and unrestricted Massachusetts medical license
- Specialty board certification or obtaining such within one year of hire

#### **Experience**

- Prefer previous practice experience of 3 or more years
- Prefer bilingual in English and Spanish

#### **Physical Requirements:**

- See ADA form