



Medical Director

Who We Are

Family Tree Clinic is a leader in sexual and reproductive health care in the Twin Cities and greater Minnesota. Founded by community activists and volunteers in 1971, our vision is to eliminate health disparities by providing culturally competent, innovative, and personalized sexual health care and education to a diverse group of patients. We work to achieve this vision by providing patient-centered health care services, community education and outreach services; and through developing alliances across the state to promote sexual health and freedom in our communities. The staff at Family Tree is a team of committed, passionate, and smart individuals who work hard and are eager to learn and grow together as we provide services and education to our community.

Core Value Statements

Commitment to furthering social and reproductive justice: striving for and demonstrating a conscious awareness of cultural markers and lenses related (but not limited) to race, ethnicity, country of origin, religion, family narrative, gender identity, immigration status, gender presentation and expression, sexual orientation and expression, mental and physical ability, size, class, and age; sex positive; striving to center justice lenses in our daily work and long-term goals

Mission-focused: conveying passion for our mission with an understanding that our work evolves over time, and that there are many ways we accomplish our collective goals; supporting a workplace environment that is in service to our mission

Collaborative and accountable: being mindful of our differences and striving for self-awareness; accountable to colleagues, patients, clients and community members; acknowledging of one's own mistakes and striving to learn from them; supportive of ongoing learning

Direct and respectful: being honest, candid and straight-forward in a way that acknowledges the power of our words; assuming the best intentions when engaged in difficult conversations; conveying respect for each other and our clients; upholding workplace standards and Family Tree's mission in all of our interactions

Family Tree Clinic is an equal opportunity employer and is committed to building and maintaining a diverse staff that is representative of the communities we serve and live in. People of color, LGBTQ-identified individuals, and people from the local community are strongly encouraged to apply.



Medical Director

Position Summary

The Medical Director is responsible for the quality of medical care at Family Tree Clinic, supporting and developing the medical skills of the provider team, overseeing clinical quality, evaluation and improvement of care, and the day to day delivery of medical care. This is a key leadership role within the organization and will collaborate to build our next 5-year strategic plan, which will help to identify our primary services, scope, and identity in regional health care.

The Medical Director delivers patient care, leads the provider team, and engages in additional strategic and administrative duties focused on the clinical practice and clinical vision of Family Tree. The Medical Director leads new and ongoing clinical programs and innovations, working closely with the provider team and Clinic Director to carry forward Family Tree's clinical vision and strategic directions. The Medical Director supports the collaborative provider model at Family Tree that includes APRNs (nurse practitioners and certified nurse-midwives), physician assistants, and physicians and works to maintain consistency in standards of practice and provider evaluation throughout the provider team.

Primary Duties

Collaborative responsibilities:

- Support an effective and constructive clinic team in conjunction with the Clinic Director.
- Work with Clinic Director to ensure policies and protocols are updated, enforced and implemented in accordance with current standards and best practices.
- Work with Clinic Director and clinic management team to implement clinic flow and operational improvements and solutions, and improve and enhance the Clinic Policy Manual and daily implementation of policies.
- Support a positive and solution-oriented approach to problem solving among the provider team and med staff.
- Support the Clinic Director and others to ensure efficient, productive and high quality patient care including assessing revenue cycle, productivity, clinic flow, staffing ratios and revenue targets with a patient and mission centered lens.
- Play a leadership role in carrying out the organizational strategic plan goals as it relates to clinical care and programming.
- Coordinate with Consulting Physician and Clinic Director for annual review of Clinic Policy Manual and Laboratory Manual.
- Participate in organizational trainings, workshops, and meetings focused on racial justice & anti-oppression.

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Independent responsibilities:

- Ensure medical protocols and guidelines are up to date, appropriate and medically accurate.
- Perform routine physical examination, assessment, diagnosis, treatment plans, and follow up.
- Provide reproductive and sexual health care services.
- Provide a menu of acute minor illness care.
- Provide hormone care therapy under our Trans Hormone Care Program.
- Document assessment, diagnosis, and services provided in the electronic health record system.
- Contact patients for follow-up of abnormal test results, referral and follow-up.
- Develop expert knowledge of the Electronic Health Records system, NextGen, to deliver patient care.

Program/department coordination responsibilities:

- Serve as the medical leader for Family Tree's clinical practice, quality of care, and care philosophy.
- Lead quality improvement and evaluation of clinical services and work closely with the Clinic Director and other clinic leadership to incorporate continuous quality improvements.
- Lead clinical programs, including strategic clinical service expansion.
- Lead in the development of medical protocols.
- Assist with the development of training materials and training of residents and students, and other medical staff as relevant.
- Participate in board meetings as requested to inform strategic directions and long-range planning.

Supervisory Responsibilities:

- Support the Clinic Director in the hiring of new providers.
- Coordinate with Clinic Director regarding coverage of provider responsibilities during time off, vacation, and absences.
- Provide formative feedback and review of clinical care, quality, charting and clinical decision-making for annual provider performance reviews.
- Coordinate and lead New Provider Orientation and 90 day review and assessment of clinical skills.
- Evaluate the quality of care provided by providers with chart reviews in conjunction with the provider team.
- Provide regular feedback, as needed, to providers to improve clinical performance and correct any deficiencies in quality of care.

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- Oversee guidelines, training, and evaluation for all provider students.

Additional Duties (not a complete list)

- Upon request from the Executive Director or Director of Advancement, support donor and policy efforts through public speaking.
- Perform additional tasks and responsibilities as assigned.

Qualifications

Required:

- Completion of advanced practice nursing or physician assistant education program and appropriate certification(s) as a Certified Nurse Midwife, Nurse Practitioner, or Physician Assistant. Requires current license to practice in Minnesota, current CPR certification, current and appropriate certification in field of practice, and current and unrestricted DEA license.
- 3-5 years of experience providing medical care, with demonstrated specific skills, knowledge and abilities to provide patient examination and assessment and hold required licensure and certifications commensurate with skills requirements.
- 3-5 years of leadership experience, including quality initiatives, clinical program growth, change leadership, medical protocol development, provider supervision, and a knowledge of state licensing and certifying bodies and regulations.
- Experience with reproductive health and sexual health required.
- Experience working with LGBTQ identified communities and gender affirming hormone care.
- Must be able to perform activities in the areas of clinical patient care, laboratory, phlebotomy, clerical, administrative, and miscellaneous duties as needed.
- Passionate about mentoring, teaching, and leading a diverse and exceptional team of providers.
- Organized with strong follow through. Ability to find solutions and support the team in continued improvements.
- Ability to have a consistent presence in the clinic, attend all shifts, adhere to a schedule that allows the provider team to have consistent support.
- A demonstrated understanding of and experience navigating identity-based oppression, health disparities, and structural racism in health care.
- Demonstrated commitment working to combat systems of oppression that show up in medical care and leading teams to do the same.
- Ability and willingness to challenge and change systemic and personal actions and behaviors that contribute to systems of oppression is required.
- Experience with Electronic Health Record systems.

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Preferred:

- Experience with NextGen

Salary & Benefits

Starting hourly wage is \$60.00-\$68.00 based on experience and qualifications beyond what is required in the job description.

This is a benefits-eligible position, with paid holiday, vacation and sick time; medical, dental, vision, life, and long-term disability insurances; and a 2% employer matched 401k.

Hours and Work Style: This position is offered at 30 hours per week, and it is expected that the Medical Director will spend 90% of their time in the clinic with the option of 10% remote admin time, to support a separation of work/life balance.

Supervisor: Executive Director

Typical Working Conditions

Exposure to communicable disease, toxic substances, medical preparations and other conditions common to clinic environments. Requires exposure to blood and bodily fluids. The position requires independent mobility, full range of body motion, manual and finger dexterity, legible writing skills and hand-eye coordination. Involves standing and walking and occasional lifting.

To help ensure the health and safety of our Patients, Clients, Students, and Staff, *Family Tree requires all employees to be fully vaccinated and boosted against the COVID-19 virus.* All new employees are required to be either fully vaccinated, receive their first dose, or receive any recommended booster shots within 2 weeks of hire. If you have questions about the vaccine policy, please contact our HR department at dangelucci@familytreeclinic.org. Exceptions may be made for medical reasons and/or genuinely held religious beliefs.

How to Apply: send cover letter and resume to employment@familytreeclinic.org.

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