



MID-LEVEL PROVIDER

Position Title:	Mid-Level Provider
Department:	Open Door Clinic
Status:	Full Time (40 Hours), Exempt (Evening Hours Required)
Report To:	Medical Director
Pay Range:	\$65,000 to \$68,000 (depending on experience)

Job Summary: The mid-level provider delivers primary care and chronic disease management to patients in the Open Door Clinic and assists in assuring the quality of service delivery. Incumbent must have an appreciation of the mission of Urban Ministries and promote a spirit of inclusion by providing supportive customer service. This team member will assist in the care, follow-up and oversight of the entire patient panel.

Responsibilities in the Open Door Clinic include but are not limited to:

- Provide quality, evidence-based care for enrolled patients at clinical sessions
- Assist volunteer providers as / if questions arise
- Review and advise patients on labs, consults and test results as they are triaged
- Accurately maintain electronic medical records
- Collaborate to establish effective programs throughout the clinical process
- Engage with Quality Improvement projects
- Assist onboarding and training of clinic providers in Athena
- Oversight, mentor and educate scribe interns each semester
- Other duties as assigned.

Work Shift: Forty (forty) hours per week. Projected work schedule is 11:30 AM to 8:30PM, Monday through Thursday; however, hours / days may vary according to operational needs – **flexibility is a must!** If / when schedule changes need to be made, a two-week advance notice will be provided.

Education / Experience / Skill Set Requirements:

- Licensed medical provider (physician assistant or nurse practitioner) with current certification to practice in North Carolina
- Two (2) years of experience working as mid-level provider **strongly preferred**
- **Bilingual (Spanish and English) preferred**

- Must be very detail oriented and organized with ability to multi-task and work efficiently
- Mid to high level computer proficiency (Microsoft Word, Outlook); hands-on knowledge of Athena a definite plus
- Able to work with minimal supervision
- Strong communication and people (verbal, written, listening) skills
- Must be a team-player
- Must be punctual and report to work as scheduled / requested.

Incumbent will work in a 2-story office environment and is expected to be able to access the facility's first and second floors (stairs and elevator present); able to occasionally carry up to 10 lbs., able to use standard office / medical equipment.

All interested candidates must submit a current resume and cover letter to:

Margaret Bode
Human Resources Manager
mbode@urbanmin.org