

Friends of Family Health Center Position Description  
**Pediatric Physician**

Position Summary

The Pediatrician serves as a provider of direct patient care to patients regardless of their ability to pay. This position is full-time and is a part of The Friends of Family Health Center (FOFHC). All policies and procedures of Friends of Family apply to this practice.

Reporting Relationship

This position has a matrix reporting relationship: one to the Director of Clinical Operations for day-to-day responsibilities and to the Medical Director of FOFHC for clinical issues.

Key Responsibilities

- Provides direct patient care to pediatric patients.
- Provides continuity of care to patients either by telephone or directly at the clinic when possible. Arranges for others to follow-up on care when appropriate.
- Refers to pediatric specialists as appropriate and follows-up on care received and other needed treatment.
- Participates in establishing standards of care for pediatric care.
- Reviews and revises policies and procedures in individual clinics to meet pediatric standards of care.
- Attends selected meetings.
- Completes all required data entry and reviews and approves data entry completed by assistants.
- Provides education to patients, clinic staff and providers as appropriate.
- Creates and teaches pediatric educational material in appropriate format.

Demonstrated Skills and Abilities

- Proficiency in Microsoft Office
- Knowledge and ability in applying customer service skills.
- Ability to manage multiple tasks and projects.
- Ability to meet time commitments.
- Exhibits a willingness to support the mission of Friends of Family Health Center.
- Demonstrates professionalism by appearance, actions, and customer relations.

Qualifications

- Board Certified Pediatrician or Family Practice with Pediatric experience
- Demonstrated computer literacy and proficiency.
- Excellent written and oral communication skills.
- Bilingual in English and Spanish