

# Health District

OF NORTHERN LARIMER COUNTY

## JOB ANNOUNCEMENT

**POSITION TITLE** Medical Director

**DEPARTMENT** Administration

**POSITION NUMBER** 50-004

**HOURS** Regular Full-time  
40 hours per week (1 FTE)

Requires some flexibility in scheduling, including occasional night meetings, weekend events, and local or out of town travel, which may include overnight trips.

**STARTING SALARY** \$180,000 to \$194,000 per year DOQ

Grade 22  
Exempt status

**TO APPLY** Send resume and cover letter to one of the following:  
Search Coordinator  
Health District of Northern Larimer County  
120 Bristlecone Drive  
Ft. Collins, CO 80524

FAX: 970-221-7165 (Attn.: Search Coordinator)

Email: [searchcoordinator@healthdistrict.org](mailto:searchcoordinator@healthdistrict.org)

**TIMELINE** Position will remain open and applications accepted until filled.

### QUALIFICATIONS

#### Required

- **Education or Formal Training**
  - M. D. or D.O. with:
    - License to practice in the State of Colorado;
    - Board certified in preventive medicine, family practice, or related specialty; and
    - MPH or MSPH
- **Certificate/License**
  - **Licensing:** maintains a license to practice medicine in good standing in the State of Colorado

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- **Registrations and related certifications:** continues to meet requirement to practice within the medical specialty(ies) for which he/she is certified
- **Experience**
  - Prior successful experience in a manager or director level position in a health or medical setting
  - At least four years of experience, and excellent skills, in performing all or nearly all of the following duties in a health or medical setting (at least two years of experience at the supervisor, manager, or director level):
    - Program development, planning, implementation, management; achieving goals and objectives
    - Supervising individuals and teams (including hiring, evaluating, disciplinary actions, etc.); overseeing their goal setting and progress
    - Budget and financial management
    - Collecting, organizing, manipulation, and analysis of information and data for reporting and evaluation purposes
    - Contract development and management, including knowledge of relevant laws (HIPAA, etc.), and compliance assurance
    - Creation/amendment of internal policies and procedures
    - Demonstrated effectiveness and outcomes in working with other organizations and individuals on joint projects to improve community health services and health
    - Responsibility for one or more special initiatives, such as quality control and improvement, infection control, population health initiatives, outreach, etc.
    - Assisting organizations and/or communities in creating and managing change
    - Program evaluation design and implementation
    - Production of comprehensive, well-written reports
    - Making effective, professional, understandable oral presentations
- **Knowledge, Skills and Abilities**
  - Superior written communication skills, including synthesizing complex information into concise, organized, understandable reports
  - Excellent analytical abilities
  - Advanced computer skills, including development and utilization of complex spreadsheets, databases, and basic use of statistical packages
  - Expertise in relevant areas, such as general community health, preventive medicine, public health, and population health

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- Excellent skills in research, research methods, statistical concepts, evaluation design, and quantitative and qualitative analytics
  - Ability to analyze potential impact and effectiveness of various options and interventions for the organization and/or community. Includes analysis of potential regulatory or policy options at the local, state, or national level.
  - Demonstrated excellence in development of programs with effective outcomes
  - Ability to work both cooperatively and independently
  - Effective oral communication skills, both informal and in formal presentations
  - Ability to handle multifaceted tasks and changing priorities; flexibility; thrives in multifaceted job
  - Evidence of positive, productive management and supervisory skills
- **Other Required Knowledge, Skills and Abilities**
- Ability to develop and maintain positive, professional, productive relationships with the public, other agencies, co-workers, other health professionals, and the Executive Director
  - Vision and creativity
  - Ability to be an effective, positive team player

### **Special Consideration Will Be Given For:**

- Experience as a Family Practice Physician, or other similar medical field
  - Significant knowledge of, and experience with, managing health programs similar to those managed by the Health District, or in a public health setting
  - Experience with community health assessments: performing, analyzing and reporting results, interpreting
- **Technology Skills**
- Strong computer skills, including Windows operating system, Outlook email, Microsoft Office Suite word processing (Word), spreadsheet applications (Excel), PowerPoint presentations, and experience in database development and management
- **Working Environment/Physical Requirements**
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
    - Must have close visual acuity to perform activities such as: preparing and analyzing data and figures, viewing a computer monitor, extensive reading.
    - Must be able to sit or stand for prolonged periods.

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- Must have eye-hand coordination and manual dexterity sufficient to operate a computer keyboard, telephone, photocopier and other office equipment.
  - Must have normal physical mobility, which includes movement from place to place on the job.
  - Must have the ability to communicate information and ideas verbally so others will understand.
  - Must be physically capable of getting self to and attending meetings in a variety of locations, which could include locally, within the state, or nationally.
- **Requires Reliable Vehicle; Valid Driver's License and Auto Insurance**

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### REPORTS TO

Executive Director

### GENERAL DUTIES/PURPOSE

The Medical Director works with staff and the community on designated priority projects, applying their knowledge of general medicine, preventive medicine and community and public health issues to enhance understanding of key health issues, and to design, evaluate, improve, and promote the most effective health care services and other interventions for individuals or populations in the Health District.

Utilizing their medical background, the Medical Director generally does not provide direct medical care, but instead works closely with the staff to assure the provision of targeted, high-quality, evidence-based health care services in the Health District and the community. Type of involvement varies, and may be related to a wide range of interventions and projects, including prevention, early identification and early intervention, direct health care services (including dental and behavioral health), access to care, quality of care, regulatory and policy change, community health assessment, program evaluation, and more.

Health District programs under the Medical Director's direct supervision include the Integrated Care Program (integrating behavioral health services into the community's two primary care safety net clinics), the Assessment/Research/Program Evaluation team, and the Health Promotion Program.

### SPECIFIC DUTIES

- 1) **Contributes medical, public health/preventive medicine, and health systems knowledge and expertise to a wide variety of services and projects related to Health District priorities**
  - a) Oversees relevant portions of Health District clinical services, including but not limited to:
    - Identifies the policies, procedures, protocols, and training necessary to provide high quality direct health services and oversees their development and maintenance.
    - Establishes and administers Infectious Disease Control and Prevention policies and practices for Health District staff and programs.
    - Participates in the selection, orientation, and supervision of all physicians who are either employees or volunteers for the Health District.
    - Assures the identification of the licenses and certificates necessary to provide the clinical services of the Health District, and assurance of an appropriate process of ensuring that required licenses and certificates are maintained.
    - Provides or assures the provision of quality assurance clinical record reviews for clinical services.
  - b) Engages in frequent consultation at the request of the Executive Director and other staff on health services and approaches (agency programs, outreach materials, public policy, response to outbreaks and disasters, etc.).

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## Medical Director

- c) Provides oversight of the health science content and quality of health information disseminated by the Health District.
- d) Assumes responsibility for appropriate HIPAA (and other relevant laws), contract development, management, and updating (for example, business associate agreements, data use agreements, and organized healthcare arrangements (OHCAs)). Develops and applies expertise in relevant laws and regulations (such as HIPAA, 42 CFR Part 2, and state confidentiality laws) for contracts, staff training, and policy/procedure development and implementation.
- e) Provides a medical/health professional perspective and actively participates in community change efforts facilitated by the Health District such as the Medicaid Accountable Care Collaborative (MACC), transformation of the community approach to substance use disorders, determining whether additional community efforts to modify pain management approaches might be viable, and analyzing/impacting the adequacy of local health care services for seniors given the impending increase in the aging population.

### **2) Directs designated programs**

- a) Directs programs as assigned. Currently, the Medical Director is in charge of the Integrated Care Program (integrating behavioral health care into the community's two primary care safety net clinics), Assessment/Research/Program Evaluation, and Health Promotion. The Health Promotion Program currently includes 1) an evidence-based tobacco cessation direct service program, and 2) a community cardiovascular screening program, focused on identifying, providing nurse counseling, and referring those with high risks (due to hypertension, hyperlipidemia, pre-diabetes) into appropriate care.
- b) In directing assigned programs, focuses on assuring quality, quantity and efficiency in services. Creatively strives for the maximum possible impact on health, including the use of the best, most evidence-based practices for impacting health in prioritized areas.
- c) Oversees and works with program staff to create and implement program strategic plans (objectives and activities) and develop practices and methods of accomplishing goals, develops and manages the budget and evaluation plans, oversees project management and daily activities, provides ongoing supervision and guidance for coordinators and certain other staff, and works with staff to assure that plans are followed and goals accomplished.
- d) Works closely with community partners to maximize the effectiveness of assigned programs, developing and maintaining positive collaborative relationships, partnerships, plans and approaches to support the goals of the programs.
- e) Directly supervises approximately seven employees; has responsibility for an additional approximately 12 employees directly supervised by others. Direct supervisees may range from coordinators, behavioral health specialists, nurses, to psychiatrist, etc.
- f) Assumes fiscal responsibility for assigned programs, including the preparation and management of budgets for designated programs; currently the budget totals approximately two million dollars per year.

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- g) May also provide oversight and/or supervision of health or public health professionals assigned to time-limited programs, special projects or training practicums (examples include preventive medicine resident, population health analyst).

### **3) Collection and Analysis of Information and Data; Planning; and Reporting**

- a) Provides leadership in identifying, analyzing and tracking health status and needs in the Health District and in developing strategies to impact those needs. Directs the triennial community health needs assessment (working with the Evaluation Team), and leads the preparation of summarized results and analyses.
- b) Takes primary responsibility for the design of program evaluations, which includes the measurement of and reporting on program performance relative to objectives, culminating in the completion of annual End of Year reports for Health District programs, followed by the subsequent development and implementation of the next years' evaluation plans for each program.
- c) Participates as a core member of the internal Public Policy Team, taking a significant role in researching and analyzing public policy proposals and issues, drafting or assisting in drafting or editing neutral policy analyses, and developing position proposals for consideration by the board of directors.
- d) Responds to Executive Director and board requests for information and analyses needed for planning and decision making. Analyzes potential impact and effectiveness of various options and interventions for the organization and/or community.

### **4) Develops and Maintains Positive, Productive Relationships with the Local Community and the Health Care Community**

- a) Represents the Health District in maintaining active communication and positive relations with the local physician community.
- b) Makes presentations upon request to community groups and other organizations on the programs and initiatives of the Health District.
- c) Participates on appropriate community, state, and regional committees, boards and task forces, which relate to the programs, initiatives or interests of the Health District.
- d) Serves as an exemplary ambassador for the Health District.

### **5) Participates as an Exemplary Health District Leader and Team Member**

- a) Regularly participates on the Health District Management Team.
  - Participates in developing and implementing strategic plans, goals, objectives, strategies, policies and procedures, teambuilding activities, and problem solving approaches for the maintenance of a healthy, effective organization and to assure progress on the designated priorities of the Health District.
- b) Serves as a member of the Executive Director's Cabinet.
  - Assumes leadership, when requested, in the absence of the Executive Director. Participates in the Pay for Performance determination process, and other high-level decision-making as needed.

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- c) Works effectively as a positive team member, participating in group meetings and trainings, retreats, and special events. Develops and maintains positive, professional, productive working relationships with the public, other agencies, co-workers, other health professionals, and the Executive Director. Promotes high functioning teams.

**6) Performs other duties as assigned by Executive Director.**

The above job definition information has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Job duties and responsibilities are subject to change based on changing business needs and conditions.