



Harris County
Public Health
 Building a Healthy Community

PCN Title:	Physician, Clinical Health and Prevention (CHP) - Disease Control and Clinical Prevention (DCCP)	PCN#	275 2581 003
Functional Title:	Physician, Clinical Health and Prevention		
Job Location:	2223 South Loop Freeway, Houston, TX 77023		
Division Name:	Disease Control and Clinical Prevention (DCCP)	Hiring Manager:	
Employment Status:	Full-Time Employee	FLSA status:	Exempt

Position Summary: Under supervision of the Harris County Public Health (HCPH) Director of Disease Control and Clinical Prevention (DCCP) and in conjunction with the Chief of Clinical Health and Prevention Services (CHP), the CHP Physician will provide leadership, oversight & operational management for the CHP medical service line. The Physician will have department-wide responsibilities such as serving on various department planning groups and as alternate Local Health Authority. The CHP Physician will serve a leadership role within CHP and beyond, to provide guidance and content expertise on relevant issues.

- Job Duties:**
- 70% - CHP Activities:**
- Clinical:**
- Provides quality, effective direct patient care in the CHP Clinics in a variety of clinical focus areas on a regular basis, with attention to medical history reviews, physical examinations, patient consultations, etc.
 - Serves also as primary medical consultant, aids in resolution of patient care issues for CHP staff, and serves as a leader within DCCP
 - Particular focus will be on application of preventive healthcare services and other current best practices that facilitate and promote reproductive health, the prevention of communicable diseases, and advance overall patient health & wellness
 - Provides clinical oversight and prescriptive authority for all mid-level providers within CHP clinics (and potentially beyond CHP, in other departmental areas, as assigned), as outlined by the Texas Medical Board
 - Responsible for developing and/or assuring quality of new or existing programs within CHP based on appropriate trends and best practices in public health
- Coordination:**
- Facilitates intra-agency and interagency coordination and collaboration to provide preventive healthcare services within the CHP clinics and broader community.
 - Maintains an effective professional relationship with external healthcare stakeholders to develop and enhance key programmatic activities such as setting program goals, implementing evidence based strategies, establishing key performance indicators (KPIs), evaluating clinical outcomes, and ensuring the coordination of quality and effective CHP medical activities.

- Provides expert consultation to other departmental clinical initiatives, as assigned.

10% - Management Activities:

Program Design and Operations:

- Actively participates and/or leads key programmatic activities such as setting of program goals, implementing strategies, setting KPIs, evaluating outcomes, and ensuring coordination of CHP medical activities.
- Provides innovative management around HCPHES strategic priorities (e.g., use of technologies, advancing health equity, etc.).

Personnel:

- Responsible for recruiting, developing and supervising quality and effective personnel – both CHP and contract – to develop and implement sound health, wellness, and prevention strategies within CHP.
- Will be expected to ensure that staff coordinate with other non-CHP staff and activities throughout HCPH

Fiscal:

- Assists in CHP budget preparation and provides fiscal oversight for both general and grant funds to ensure timely, cost-effective and efficient expenditure and accounting.
- Responsible for assisting in CHP-related fund development by seeking additional sources of funding to enhance program activities.

10% - Health Authority/Consultant Activities:

Health Authority:

- Serves in role of alternate Local Health Authority (LHA) in accordance with state and local requirements alongside existing LHAs and/or in place of LHAs when unavailable.

Consultant:

- Serves in role of medical consultant for others at HCPH, even providing medical direction and direct patient care as assigned.
- Coordinates preventive health initiatives with other departmental areas.

5% - Departmental Activities/Technical Resource:

Leadership:

- Works collaboratively as a key member of the DCCP division leadership team.
- Actively participates in department-wide activities such as strategic planning and implementation.

Technical Resource:

- Serves as resource for expert consultation for public health queries for HCPH and community.
- Responds to media inquiries & requests for interviews in accordance with HCPH policies.

5% Other Responsibilities

- Other duties as assigned including special tasks involved in responding to an emergency event.

Other Duties & Responsibilities:

Core Competencies: Organizational Leadership

- Understands the organizational mission
- Understands ethics and public good; is concerned with public trust
- Demonstrates respect for the opinions and beliefs of others

Collaboration

- Demonstrates a sense of responsibility for the success of the group
- Collaborates with others to improve quality and address needs
- Establishes collaborative relationships and projects

Innovation

- Ability to adapt to change
- Able to manage change
- Adept at framing issues

Interpersonal Abilities/Personal Characteristics

- Uses sound judgement
- Self-motivated
- Organizes and maintains work environment to allow for maximum productivity

Communication

- Communicates clearly and effectively, both orally and in writing
- Written and verbal English competency
- Able to read and follow directions

Analysis/Research Skills

- Understands cost-benefit analysis
- Understands decision analysis
- Able to conduct budget/fiscal analysis/financial management

Planning

- Understands spatial analysis (physical, social, economic, demographic)
- Understands systems analysis and design
- Knowledgeable about project design and planning

**Minimum
Qualifications:****Education Requirements:**

- Doctor of Medicine or Doctor of Osteopathy from an accredited school of medicine or osteopathy in the United States, or an equivalent degree from a foreign medical institution; and,
- Completion of three years of medical residency program/patient care training
- *[Note: a residency program involves training in a specialized field of medicine in an institution accredited for training in the specialty by a recognized body for the American Medical Association (AMA) or American Osteopathic Association (AOA).]*

Licenses/Certifications Required:

- Must have Texas Medical license or acquire Texas Medical licensure within six months of hire;
- Preventive medicine certification or eligibility or prior chronic disease-related experience; and,
- Valid Driver's License (Texas upon hire) along with a good driving record required for regular travel between clinics when needed

Experience Requirements:

- Must have at least one year of administration, management and/or supervisory experience

- in public health, medical, or health administration field
- Knowledge of the principles and practice of non-communicable disease control and prevention
- Knowledge of the principles and practice of public health, including application of strategic and analytical methods to the assessment and control of infectious diseases, chronic diseases and environmental hazards
- Experience in the principles of program development, implementation, & business operations/management
- Must possess ability to work effectively and collaboratively with a variety of stakeholders both internal and external
- Must have demonstrable leadership skills and expertise in previous work experience

Computer Proficiency:

- Some knowledge of and/or experience with electronic medical record (EMR) systems
- Intermediate skills in Microsoft Office Suite

Special Skills:

- Communicates effectively and appropriately. Uses good judgment as to what to communicate to whom as well as the best way to get that accomplished. Speaks in a clear and credible manner, selecting the right tone for the situation and audience © (OS-C)
- Demonstrates an awareness of, and sensitivity to, the needs and concerns of individuals from different cultures. Makes adjustments in how he or she communicates out of respect for cultural differences and minimizes the number of cross-cultural misunderstandings. © (OS-CC)
- Makes and fulfills commitments. Has established a pattern of working independently, meeting reasonable deadlines, and accepting responsibility for his or her actions. Willingly makes promises and fully intends to keep them. © (PA-D)
- Comes across as confident and well-prepared when making group presentations. Makes effective use of visual aids or presentation software and looks at ease while handling questions from the audience. His/her presentations hold the audience's attention and tend to be the right length for the amount of information covered © (FS-PS)

Preferences:

Education Preferred:

- Board certification in primary care or other specialty (e.g., American Board of Preventive Medicine, etc.).
- Master's degree in public health or a closely allied health-related field (e.g., MPH, MHA, MBA, etc.).

Licenses/Certifications Preferred:

- N/A

Experience Preferred:

Three (3) – Five (5) years of administration, management and/or supervisory experience in the above fields

Computer Proficiency:

- N/A

Physical Requirements:

Work Environment:

- Persons in these positions frequently lift, carry, push and pull objects weighing up to 10 lbs. They also occasionally move objects weighing up to 20 lbs., and sometimes, but rarely, up to 50 lbs.

Approvals:

Name	Title	Date
Name	Title	Date