



### **POSITION DESCRIPTION**

Title: Medical Provider (MD/DO, NP, CNM)      Reports to: Medical Director

Status:  Exempt     Non-Exempt      Location: 35<sup>th</sup> St Clinic

Safety Sensitive Position:  YES     NO

Southside Community Health Services (SHCS) is a full-service, non-profit healthcare clinic located in South Minneapolis, dedicated to serving our diverse community. Our mission is to improve the health of our patients and communities by delivering exceptional care, removing barriers, and promoting healthy lifestyles.

**ROLE:**            Provide exceptional patient-centered care to help patients achieve their highest level of health.

#### **DUTIES:**

##### ***Patient Care:***

- Provide comprehensive patient- and family-centered care within scope of practice, which includes but is not limited to health maintenance, preventive exams, acute and episodic care, management of chronic illness, and patient education.
- Collaborate with other health professionals to manage patient care, plan and coordinate the total health needs of the patient, and achieve health goals.
- Complete full patient contact hours based on FTE.
- On-call duties on a rotating basis (MDs and family practice NPs only).

##### ***Administrative:***

- Complete disability, FMLA, workers comp, and other forms and letters, within two regularly scheduled business days that the provider works.
- Review all timecards to ensure appropriate hours and PTO are accounted for.

##### ***Quality Assurance:***

- Adhere to timely documentation policy of closing charts and addressing Epic in-basket items within 48 hours.
- Timely completion of peer reviews.
- Keep up to date on internal and external credentialing and licensure/certification requirements, as applicable.

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- Adhere to SCHS policies and documented clinical protocols.
- Timely completion of assigned Relias courses; policy attestations; incident reporting and assignments; and emails.

**Other:**

- Attend and participate in staff meetings and committees.
- Assist with other duties and responsibilities as assigned.
- Supervise (precept) students in the clinic.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

***Commitment to Diversity and Community Health:***

- A strong desire to work with diverse and underserved populations within an integrated healthcare environment. This includes not only primary medical care but also vision, dental, behavioral health, and collaboration with community partners to meet patients' needs holistically.
- Possess a strong community health/public health orientation.
- Commitment to trauma-informed practice and Southside's mission and values of "*We care, strive for excellence, inclusion, teamwork, and accountability.*"

***Clinical Expertise:***

- Proficient in direct outpatient care and management, with experience in a community clinic setting highly preferred. Knowledge of best practices in patient care, especially within a multidisciplinary team.
- Has demonstrated professional judgment.
- Ability to work with minimal supervision.
- Must be detail-oriented and possess excellent time management and organizational skills.
- Must meet all internal and external [credentialing requirements](#).

***Regulatory Knowledge:***

- Basic understanding of local, state, and federal healthcare regulations, with prior experience in county, state, and federal programs preferred. Ability to ensure compliance with all relevant healthcare laws and standards.

***Problem-Solving Skills:***

- Strong analytical skills, with the ability to identify problems, recommend solutions clearly and concisely, and implement proactive resolutions.
- Flexibility – able to respond to an evolving workload.

***Interpersonal Skills:***

- Develop and maintain respectful and productive relationships with patients and colleagues. Must work effectively as a member of a multidisciplinary team.
- Exceptional verbal and written communication skills.
- Actively cultivate a culture of psychological safety.

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**Cultural Awareness:**

- Ability to communicate and work effectively with all cultural and ethnic populations in the community. Fluency in written and spoken English is required, with bilingual (English/Spanish) capabilities highly desired.
- Ability to exhibit good rapport with patients of various backgrounds and socioeconomic statuses.

**MINIMUM QUALIFICATIONS:**

- Advance practice registered nurse or medical degree from an accredited institution.
- Board certified with no pending or previous disciplinary actions.
- Current Minnesota registration and license as an Advanced Practice Registered Nurse in Minnesota.
- Current DEA license and BLS certification.
- Experience with electronic medical records, preferably EPIC.
- At least 2 years of experience in a clinic-based or community health center environment preferred.
- Bilingual (English/Spanish) preferred.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

This position operates in a professional medical clinic environment. The role routinely uses standard office equipment.

Physical demands include:

- Must be able to operate typical office equipment such as computers, fax machines, copiers, and telephones, as well as instruments commonly found in a medical clinic (e.g., diagnostic tools, medical devices).
- Requires effective verbal and written communication skills to interact with team members, clients, or patients and to complete necessary documentation.
- Discern test results, x-ray results and distinguish physical cues on patients, such as changes in appearance or condition.
- This position may require regular interaction with individuals who have communicable illnesses, which may pose a risk of exposure to infectious diseases.
- Maintain a stationary position for extended periods while performing essential job duties.
- Frequent movement throughout the clinic, including moving between different areas to perform essential duties.
- Move items within the clinic (e.g., medical supplies, equipment) weighing up to 10 lbs.
- Assist patients of varying body sizes on or off exam tables.

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- Position oneself to retrieve items or perform certain tasks.
- Ascend/descend stairs, ladders to retrieve items.
- Must be able to recognize and respond to potential signs of health issues or alcohol impairment through appropriate sensory or observational means.

Reasonable accommodations can be made for qualified individuals with disabilities to enable them to perform the essential functions of the role.

I have read and agree to abide by the job duties indicated above.		
_____	_____	_____
Name	Signature	Date

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*Medical Provider*

*Revised October, 2024*