



BETANCES HEALTH CENTER

280 Henry Street  
New York, NY 10002  
(212) 227-8401

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## **JOB DESCRIPTION**

**FUNCTIONAL TITLE:**        **PHYSICIAN – INTERNAL MEDICINE/ HIV SPECIALIST**

**GENERAL SUMMARY:** The Physician - Internal Medicine/HIV Specialist is responsible for providing comprehensive care to HIV patients and management of common and complex diseases. The Internist/ HIV specialist must be able to effectively diagnose patients and suggest a course of treatment and prescribe and administer medications, immunizations, and other non-surgical treatments.

**POSITION REPORTS TO:** Chief Medical Officer for direct supervision.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- Provide direct patient care to Betances patients. Diagnose and treat acute illness, as well as chronic diseases and conditions, such as hypertension, heart disease, or diabetes
- Maintenance of a clinic panel of people living with HIV and other patients appropriate to ongoing infectious disease oversight
- Prescribe or administer medication, therapy and other specialized medical care to treat or prevent illness, disease or injury
- Explain procedures and discuss test results or prescribed treatments with patients. Monitor patients' conditions and progress, re-evaluating treatments as necessary
- Provide health and wellness advice; order age appropriate screenings, immunize patients against preventable diseases
- Adhere to documentation and quality standards set by New York State and any other standards implemented by the Chief Medical Officer
- Refer patients to other medical specialists, when necessary
- Maintain an ongoing relationship with back-up hospital and its professionals. Ultimately, have admitting privileges at that institution
- Timely completion of accurate and detailed notes, patient care forms, and letters
- Must adhere to BHC policies and procedures.
- Must participate and complete quarterly peer reviews in a timely fashion
- Must attend monthly Provider Meetings
- Special Projects to be determined by the Chief Medical Officer
- Other tasks and responsibilities as assigned.

### **KNOWLEDGE, EDUCATION, SKILLS AND ABILITIES REQUIRED:**

- Graduate of an accredited medical or osteopathic school with MD, DO or equivalent degree. Successful completion of accredited Residency program. Community or ambulatory health experience is preferred
- Must be NYS Licensed Physician MD or DO and in good standing with all regulatory agencies
- Must be Board certified in Internal Medicine and in good standing with their Board Certified Academy with 2+ years of experience

- Must comply with American Board of Internal Medicine and American Academy of HIV Medicine requirements to maintain certification
- Excellent communication, interpersonal, organizational, and leadership skills required
- Must be assertive, detail-oriented and able to handle multiple tasks simultaneously
- Computer proficiency with efficiency in using electronic health records systems
- Bilingual (Spanish or Chinese) a plus
- Demonstrated ability to motivate, supervise, train and work respectfully and effectively with a culturally diverse clinic staff
- Commitment to provide quality health care services to a diverse community of patients. Ability to establish and maintain rapport with patients
- Valid DEA number to prescribe medications
- Knowledge of and experience with HER and other office technology
- Analytical skills in determining best treatment plans and decision making when presented with patient complaints

**WORKING CONDITIONS/PHYSICAL EFFORTS REQUIRED:**

**Travel:** Position requires travel to Betances Health Center network of facilities as needed

**Salary Range:** Competitive according to industry standards.

**Work Hours:** Flexible beyond a 40 hour work week and may include working on Saturday hours of operation.

Work includes prolonged sitting, as well as moderate lifting, carrying, reaching, stooping, pulling and pushing activities, manual dexterity, clear speech, and visual hearing acuity. Ability to stand for long periods of time

**CHECK BELOW THE PATIENT POPULATION SERVED BY EMPLOYEE**

- |   |  |
|---|--|
| <input type="checkbox"/> Neonatal Infancy (Birth-1 yr.) | <input type="checkbox"/> Adult (19-64 yrs.)    |
| <input type="checkbox"/> Pediatric (1-12 yrs.)          | <input type="checkbox"/> Geriatric (65 yrs. +) |
| <input type="checkbox"/> Adolescent (13-18 yrs.)        | <input type="checkbox"/> All Ages              |