Join the area’s “#1 Top Workplace” for small businesses as selected by our staff and The Oregonian’s “Top Workplace” program. We are also honored by being selected as the “Most Meaningful” company.

Housecall Providers is a unique non-profit medical practice dedicated to serving the needs of medically home-bound individuals providing in-home primary medical care and hospice services. We are located close in SW Portland in the John’s Landing area.

We are currently looking for a dynamic, detailed medical professional who can oversee and manage the day-to-day operations of our Primary Care Program. Primary Care Program Director (PCPD) is responsible for upholding the quality and continuity of medical care by overseeing clinical support services. These include care coordination, patient assignments, transition nursing, social work and primary care volunteers. The PCPD will collaborate with the Primary Care Medical Director and Lead Clinicians to manage direct patient care; keep Clinician Handbook current; and implement new clinician selection, orientation and mentoring. In addition, the PCPD will provide direct patient care sufficient to maintain clinical skills.

This person will report to the Medical Director and collaborate closely with our leadership team which includes Executive Director and Hospice Program Director and Hospice Medical Director.

Qualifications:
Education, training and experience: The PCPD shall be a licensed nurse practitioner in the State of Oregon with a minimum of three years of clinical experience in geriatrics or hospice and palliative medicine, one year of in-home medical care, and one year of management. Experience using an electronic health record.

Knowledge, skills and abilities: Compassion, commitment and integrity required for success in this position. Outstanding communications and conflict resolution skills. Proficiency in the practice of geriatrics and palliative medicine. Skill in use of computers, including Word and Excel. The ability to multi-task and remain calm under stress.

Standards of Performance:
- Actively supports and incorporates the mission, vision and values of the organization into daily activities.
- Treats all others with respect and demonstrates excellence, justice and compassion in daily work and relationships with others.
- Maintains confidentiality of all information related to patients, medical staff, employees, and as appropriate, other information.
- Demonstrates service excellence and positive interpersonal relations in dealing with others, including patients, family members, caregivers, employees, clinicians, volunteers, and community members, so that productivity and positive relations are maximized.

Principle areas of responsibility:
1. Oversees day-to-day operations of primary care program support services
Integrating primary & palliative care

- Care coordination
  - Patient assignments (new patient intake and transfers)
  - Transition nursing
  - Social work
  - Volunteer program (in conjunction with hospice volunteer coordinator)

2. Clinical services
   - Collaborates with Medical Director and Lead Clinicians to maintain high quality medical care
   - Collaborates with Medical Director and Lead Clinicians to establish and implement clinical policies and procedures
   - Collaborates with Medical Director and Lead Clinicians to select, orient and mentor new clinicians
   - Collaborates with Medical Director and Lead Clinicians to organize educational in-service programs and facilitating clinician meetings
   - Serves as a member of the QAPI committee and upholds commitment to continuous quality assessment and performance improvement
   - Provides direct patient care sufficient to maintain license and clinical skills

3. Business management
   - Assists with ongoing assessment of staffing and budgetary needs
   - Collaborates with core leadership to create annual budgets
   - Adheres to organization budget as approved by Board

4. Other duties as assigned by Core Leadership Team

We offer a competitive benefits package including medical and dental insurance, paid time off, holiday pay, and short/long term disability. If this position sounds like a good fit for you, we’d love to hear from you. Please e-mail us your resume, cover letter and salary requirements indicating: PCPD to: resumes@housecallproviders.org.

We are an equal opportunity employer.