



Position: Clinical Services Manager - Nurse Practitioner/Physician Assistant
Program: Sexual Health and Education Program (SHEP)
Department: Health & Mental Health Services (HMHS)
Reports to: Medical Director
Salary: 125,000/year
Status: 100%, Regular, Full-Time, Exempt
Probation: 180 days
Benefits: Medical, Vision, Dental, and Life Insurance; also including Long Term Disability, an Employee Assistance Program, and a 403(b) retirement plan

JOB SUMMARY: Provide consultation, diagnosis, and treatment of STD related medical conditions, as well as Post-Exposure Prophylaxis (PEP) and Pre-Exposure Prophylaxis (PrEP), under supervision of the Medical Director. Assist the Medical Director in management of providers, quality control, and continuing education for Sexual Health and Education Program (SHEP).

ESSENTIAL FUNCTIONS:

- 1) Work as a team with the SHEP Program Director and nursing staff to ensure the efficient and effective provision of high quality medical services to patients in the SHEP;
- 2) Serve as the primary representative for the division of Medicine in SHEP;
- 3) Work closely with SHEP Program Director and nursing staff to develop and maintain current protocols and standardized procedures for sexually transmitted infections in accordance with the CDC guidelines;
- 4) Provide patient care including history, exam, evaluation, and medical treatment of sexually transmitted infections as well as PEP and PrEP;
- 5) Order appropriate diagnostic tests and interpret results;
- 6) Develop and implement patient care plans;
- 7) Exercise professional judgment regarding consultation with Medical Director;
- 8) Prescribe medications to the extent allowable by state guidelines and clinic regulations;
- 9) Provide health education to patients regarding STI prevention;
- 10) Review treatment charts daily for medically appropriate care plans, nursing follow-up, or review by Medical Director;
- 11) Evaluate all presumptive and confirmed Syphilis cases for review by Medical Director;
- 12) Attend bi-weekly meeting and case review with Medical Director;
- 13) Review and participate in research from internal/external sources;
- 14) Maintain contacts with medical personnel at Los Angeles County STD Program in conjunction with Medical Director;
- 15) Ensure compliance with all grant and funding agency requirements;
- 16) Monitor and evaluate clinical aspects of existing sexual health programs for effectiveness;
- 17) Provide a direct line of communication between SHEP per-diem providers and Medical Director;
- 18) Plan and conduct bi-annual training and case review for per-diem providers;
- 19) Precept students, residents, or fellows regarding sexual health medicine;
- 20) Plan and conduct in-services and medical updates for all SHEP staff as appropriate;
- 21) Schedule and manage time cards for SHEP per-diem providers;
- 22) Implement and maintain quality control measures for per-diem providers;
- 23) Develop and maintain relationships with major funding sources, government agencies, private donors, foundations, etc. to help ensure ongoing financial support;
- 24) Develop and maintain relationships with other providers, community based organizations and elected officials to maintain a support network with respect to professional development, funding and policy issues;
- 25) Provide program reports as requested;
- 26) Participate in staff meetings, planning meetings and other meetings as needed;
- 27) Participate in advisory committees as appropriate;
- 28) Other duties as assigned;

Page 1 of 2 – See page 2 for Job Qualifications and Experience

E-mail cover letter and resume as an attachment to jobs@lalgbtcenter.org website: www.lalgbtcenter.org

Or submit cover letter with application/resume to:

Los Angeles LGBT Center, Human Resources Dept., 1625 N. Schrader Blvd., Los Angeles, CA 90028

The Los Angeles LGBT Center is an Equal Opportunity Employer and is committed to fostering diversity within its staff. Applications are encouraged from all persons regardless of their race, color, ancestry, religious creed, national origin, sex, sexual orientation, gender identity, gender expression, medical/physical/mental condition, pregnancy/childbirth and related medical condition, age, marital status, or veteran status.

Clinical Services Manager Job Description (Continued)

JOB QUALIFICATIONS AND EXPERIENCE:

- 1) Current license (MD, DO, NP, PA) to practice medicine within California;
- 2) Board-certified or Board-eligible;
- 3) Minimum of two years of clinical experience, preferred;
- 4) Maintain current knowledge of STI trends pertaining to SHEP's population through CME and conference attendance;
- 5) Current BLS certification;
- 6) Thorough knowledge of principles and practices of modern medicine related to public health services; general knowledge of state and federal laws pertaining to public health;
- 7) Excellent verbal and written communication skills, including strong organizational and interpersonal skills;
- 8) Demonstrated ability to work effectively with people of diverse races, ethnicities, nationalities, sexual orientations, gender identities, socio-economic backgrounds, religions, ages, English-speaking abilities, immigration statuses, and physical abilities in a multicultural environment;
- 9) Experience working with the LGBT community and familiarity with issues of particular relevance to LGBT people;
- 10) A passion for the Center's work and its mission to make the world a better place for LGBT people.

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