

# Sample Job Description

## Medical Director for a CBO

### Context and Explanation

This SAMPLE job description highlights some of the roles and duties AAAs, CBOs and AAA/CBO networks should look for in a Medical Director, Regional Medical Director or State Medical Director and should be modified to suit the specific needs of the agency seeking to fill the position.

### Job Summary

[NAME OF AAA/CBO] seeks a Medical Director who can develop the value propositions, policies, procedures and oversight necessary to enable our organization to successfully partner with health care providers and payers along our various program and service lines in the new world of integrative care. The ideal candidate for this position is a medical provider, MD or Advanced Nurse Practitioner and a champion in the existing provider network with a keen understanding of and empathy for our organization's primary client demographics [Example: older adults, disabled veterans, etc.]. The successful applicant will work closely with the Executive Director and other members of the staff to advance the strategic objectives of our organization.

### Primary Responsibilities

- Providing direct or indirect medical oversight for all utilization review and care management/service coordination programs where such supervision is required by contract, law or regulation
- Identifying business opportunities (i.e., Long-Term Services and Supports, care transition and other evidence-based programs) with health care systems such as hospitals, Accountable Care Organizations (ACOs), and other health care providers including Federally Qualified Health Centers, patient-centered medical homes, and specialty medical groups, as well as managed care organizations in the marketplace including Medicare Advantage, Medicaid and dual eligible plans, commercial insurers, large self-funded employers, and state-owned plans
- Delineating and reviewing care outcome reports, and using this information to improve quality of social services provided, as well as to focus our organization's limited resources on areas of greatest impact [NOTE: This is a critical role for a Medical Director. The successful candidate will have experience and be prepared to help your AAA/CBO understand the importance of outcomes data and negotiate access to this data while validating the process and progress made.]
- Conducting grand rounds on the importance of community integrative care at hospitals, medical societies and provider offices
- Assisting the organization's staff with creative solutions to barriers involving medical care, diagnosis, treatment and access issues, as well as identifying opportunities for improving service delivery, early identification of status changes and interventions
- Helping manage health care relationships, challenges with clients and providing expertise and guidance when concerns of care are raised
- Involvement with network delivery, including Medicaid Long-Term Services and Supports, Medicaid or ACOs, and with health plans and ACOs that are becoming aware of the impact of Long-Term Services and Supports and Social Determinants of Health

- Assisting with public relations and advocacy efforts that promote the evidence-based programs of the organization within the community
- Representing the organization on medical issues at state-level meetings, including State Unit on Aging, Medicaid agency, and the Department of Public Health [use the names specific to your community/state], hospital association meetings, medical society meetings, and other professional meetings
- Developing initiatives related to building community partnerships and capacity for services provided to health care systems members, and engaging our agency's senior leaders in promoting the organization, including through participation on health care-related boards, councils and other policy-making organizations
- Staying abreast of developments in the health care environment locally, regionally and nationally to help guide our agency's core mission and strategy

## Qualifications and Skills

- Medical Doctor or Advanced Nurse Practitioner with active license to practice within the agency's intended geographical service area
- Champion in the existing provider network with strong connections to existing health care provider leadership and professional societies
- Experience utilizing social service programs and initiatives
- Experience in analysis, management and evaluation of programmatic impact and ROI
- Working knowledge of evidence-based programs
- Experience with advocacy efforts to promote community programs
- Expertise in marketing, including multimedia presentation development
- Strong oral and written communication skills
- Strong interpersonal skills, including the demonstrated ability to work effectively with members of the organization's executive team and staff, as well as media, public officials and others in the community across a wide spectrum of backgrounds, cultures and education levels
- A keen understanding of and empathy for our agency's primary client populations [Example: older adults, disabled veterans, etc.]
- Proficiency in Microsoft Office programs, including Outlook, SharePoint, Word, Excel and PowerPoint

## Reporting Relationship

The Medical Director reports to the Executive Director of [Name of Your Agency].

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