



DOWNTOWN CLINIC STAFF PROVIDER

The Staff Provider position is considered a part-time, non-exempt at-will position for 20 hours a week.

NATURE/PURPOSE OF WORK

This position involves high responsibility for low-income, uninsured clients with acute and chronic illness in accordance with the bylaws and policies and procedures of the Downtown Clinic (DTC), a not-for-profit free healthcare clinic, in Laramie, WY.

- Qualifications:** Licensure or eligibility for licensure in Wyoming as a physician (MD or DO), nurse practitioner, or physician's assistant in family practice or adult health (i.e., internal medicine) with prescriptive authority in Wyoming.
- Skills:** Ability to diagnose and treat acute and chronic illnesses with an underserved adult population in an ambulatory care setting. Work collaboratively with RN care coordinator and other staff members and volunteers.
- Experience:** 2 or more years providing general primary care services (i.e., diagnosing and treating acute and chronic illnesses) with adults in an ambulatory care setting.

Personal Characteristics: The Staff Provider must demonstrate the ability to communicate effectively, provide leadership, adapt to change, take initiative, and be creative. Must be able to work independently and cooperatively with a variety of professions.

DUTIES AND EXPECTATIONS:

- Provide primary care for complex patients with a variety of acute and chronic illnesses
- Diagnose and treat clients with acute and chronic illnesses utilizing current evidence
- Order and evaluate appropriate diagnostic tests
- Document all care services
- Follow the prescribing policies of the DTC

- As appropriate refer patients for case management and for services from other disciplines within the DTC for additional evaluation and/or care
- Consult with Patient Care Coordinator on referrals to specialists and for lab work and follow-up care to be provided outside of the DTC
- Reports to Medical Director
- Adheres to the highest standards of medical practice, ethics and professionalism at all times
- Performs other duties as assigned or required
- Complies with all requirements of Health Insurance Portability and Accountability Act (HIPAA)

ADDITIONAL REQUIREMENTS

- May be required to lift and/or carry heavy, bulky supplies, materials and/or other items weighing up to 25 pounds
- May be exposed to potential physical harm and infectious diseases
- May be required to work outside of the traditional work schedule
- May be subject to call out and/or call back