



## JOB DESCRIPTION

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JOB TITLE:	Outreach Medical Director (start-up)	DATE: 2/8/2023
REPORTS TO:	Executive Director	
STATUS:	\$90/hour	
SCHEDULE:	4-5 hours per week; short term contract for 3-4 months	

**Operation Nightwatch** is a privately funded non-profit in Seattle. Our mission is to reduce the impacts of poverty and homelessness in keeping with Jesus' teaching to love our neighbors. We do this through street chaplaincy, food, shelter, housing, and medical care. Each year, we have over 60,000 points of contact with those who are experiencing homelessness.

### Job Summary

The Medical Director is responsible for ensuring that the medical service offered to patients (via the new Operation Nightwatch Free Clinic) is of the highest quality. The Director will lead the development of the clinic and will aid in recruitment and orientation of volunteers, and supervision of the volunteer medical staff. This is a \$90/hour position which entails 4-5 hours of time per week, including administration and adequate amount of patient contact to ensure great care. We anticipate this will be a short-term contract of 3-4 months.

### Standards:

- Licensed physician or mid-level provider in the State of Washington (MD, DO, ARNP or PA)
- Registration with Drug Enforcement Agency
- Knowledge of the laws and regulations for the operation of a Free Clinic
- Effective communication skills
- Dedicated to serving individuals experiencing homelessness

### Responsibilities:

- Develop and implement a plan to provide street level medical outreach to those experiencing homelessness in the greater Seattle area
- Review and update the mission statement, medical handbook, and protocols to ensure smooth function of medical outreach (yearly or as indicated)
- Obtain medical supplies and medications from free or low-cost sources (Americares, other)
- Contact volunteer providers to ascertain their level of interest and any specific time restraints, so they may be placed in a position that will ensure a good experience for them and the outreach team
- Sign administrative documents requiring a medical signature to ensure smooth running of the organization
- Develop and maintain partner relationships that will help to grow medical outreach
- Provide feedback to the Executive Director on medical issues and seek their assistance when administrative questions arise
- Implement and maintain the electronic health record system
- Act as a resource as requested by medical providers
- Communicate to providers regarding available medications, supplies or procedural/protocol changes

**Essential Qualifications:**

- **Experience:** Minimum 1-year experience with adults experiencing homelessness, either volunteer or paid; Experience working with individuals who have experienced trauma, mental health and/or substance use; Demonstrated ability to establish and maintain relationships with diverse populations required; Demonstrated passion for people experiencing poverty or homelessness required.
- **Education:** Licensed Physician in the State of WA
- **Faith:** Holds a personal Christian faith or can work in harmony/concert with our Christian mission

**Work Environment:**

Operation Nightwatch Outreach Ministry can be chaotic as it occurs on the streets of Seattle. Ability to lift 40 lbs. and walk moderate distances over unstable ground in various weather required. The environment can be fast paced with staff and volunteers working side-by-side. Clients can be aggressive, hostile, and communicate their needs in ways that are offensive and/or hurtful towards staff.

*Interested parties with additional questions may contact the Executive Director at [ExecutiveDirector@seattlenightwatch.org](mailto:ExecutiveDirector@seattlenightwatch.org) or send resume and letter of interest to [jobs@seattlenightwatch.org](mailto:jobs@seattlenightwatch.org)*