

**Position Title:** Chief Medical Officer

**Bureau/Agency:** Bureau of Primary Health Care/Health Resources and Services Administration

**Office(s):** Office of the Associate Administrator

**Supervisor:** Acting Associate Administrator

**Duty Station:** Rockville, Maryland

**Grade/Rank:** GS-15 or Public Health Service Commissioned Corps equivalent billet

**Bargaining Unit Status:** Non-bargaining unit position

The Chief Medical Officer provides strategic guidance on a broad range of primary care practice and public health program initiatives and consultation on primary care service delivery to Bureau of Primary Health Care (BPHC) leadership and external partners. This position supports the provision of strategic direction for the entire Bureau as well as the Bureau's cross-cutting departmental and agency initiatives.

BPHC Chief Medical Officer expectations include but are not limited to:

- **ADVICE AND GUIDANCE:**
  - Serves as a national thought leader on primary care delivery under the Health Center Program model, including setting priorities for meeting the health care needs of the nation's underserved communities and vulnerable populations.
  - Provides strategic direction on opportunities to strengthen, realign, and/or develop program goals and guidance on the development of innovative strategies, initiatives and policies that advance BPHC's mission and goals.
  - Serves as expert for BPHC managers and staff on key BPHC initiatives and goals; tracks outcomes and impacts for dissemination.
- **POLICY DEVELOPMENT:**
  - Provides mastery knowledge of health care policy and practice to BPHC in order to recommend changes to improve access to high quality healthcare and improve individual and population health outcomes nationally.
  - Identifies and pursues opportunities for short-term and long-term strategies to improve BPHC programs.
- **PROGRAM MANAGEMENT AND OVERSIGHT:**
  - Leads the planning and direction of projects addressing health disparities and emerging public health topics.
  - Identifies areas of improvement in BPHC program management and proposes solutions to BPHC leadership and managers; leads and/or assists in implementation of solutions.
- **LIAISON AND PROGRAM CONTACT:**
  - Collaborates regularly with other BPHC and HRSA leadership to identify and implement cross-cutting goals and activities.
  - Provides critical updates and information on HHS/HRSA/BPHC initiatives to managers and staff, senior level agency partners, and other senior level federal and non-federal representatives.
  - Establishes and maintains a communication network to facilitate cooperative working relationships with existing partners and identifies new opportunities to establish collaborative relationships with external organizations.
  - Provides quality written and oral products, often in a very short timeframe, related to BPHC programs for high-level individuals within and outside of the Federal government, including Congress, the media, and national partners.

BPHC Chief Medical Officer Position must:

- Be a graduate of an accredited medical school, possess current license to practice medicine in a state or territory of the United States or in the District of Columbia, and be board certified in a primary care specialty.

Preferred Skills for the BPHC Chief Medical Officer Position include but are not limited to:

- Expert knowledge of health care delivery systems for underserved communities and vulnerable populations and a minimum of 5 years previous experience in the the clinical delivery of primary care.
- Proven ability to manage, organize and prioritize multiple concurrent, complex projects efficiently and effectively within compressed timeframes
- Ability to analyze and implement legislation and/or policy impacting public health or primary care provision
- Proven ability to collaborate across organizational units and levels to accomplish program goals
- Demonstrated ability to analyze quantitative and qualitative data and information from various sources to determine needs and create solutions
- Excellent oral and written communications, presentation and persuasion skills with the ability to translate complex and technical primary care and public health matters for various audiences.
- Ability to foster strong collaborative and constructive relationships with a diverse workforce that are built on mutual trust and respect
- Proficient in Microsoft Office (Outlook, Word, Excel, PowerPoint, SharePoint)