



Mission Statement: Mercy Clinic exists to show Christ's love and compassion by providing free health care, spiritual care, and assistance in self-help to the underserved population of south Fort Worth. This ministry is guided by the actions of Jesus as described in Matthew 9:36. "When Jesus saw the crowds, he had mercy on them, because they were harassed and helpless, like sheep without a shepherd."

Mercy Clinic, Assistant Medical Director Position Description

Title:	Assistant Medical Director
Full or Part Time:	Part Time (20 – 30 non-traditional hours weekly, see below)
Paid or Volunteer:	Paid – Hourly
Hourly Rate:	\$35-\$40, depending on experience (is not benefits eligible)
Reports To:	Chief Operating Officer and Volunteer Medical Director
Supervises:	Patient Care Manager
Committees:	Works regularly with the Patient Care Committee
Other Relationships:	Works with Executive Committee, Staff, Volunteers, Partner Organizations, and Vendors

The Role

The Assistant Medical Director of Mercy Clinic is a leader who helps Mercy Clinic achieve its mission and supporting objectives. The Assistant Medical Director, working with the Volunteer Medical Director is responsible for Patient Care at Mercy Clinic, ensuring that all receive a high level of assessment and care, always looking for opportunities for improvement and growth of clinic functions.

Patient Care & Documentation

The Assistant Medical Director will be responsible for working with the Volunteer Medical Director in all duties delegated or shared by the Volunteer Medical Director. The purpose is oversight of medical/dental care provided by Mercy Clinic.

- Provide clinical evaluation of nursing and lab personnel employed by the clinic.
- Provide input in selection, disciplinary action and termination decisions of clinical volunteers.
- Review clinic written policies and makes recommendations for revision annually in conjunction with the Patient Care Committee
- Assist in directing medical care activities for Mercy Clinic
- Organize and submit patient data for referral to outside organizations
- Provide direct medical care and consultation to the patients of Mercy Clinic weekly
- Assist with annual program evaluation and chart audit

- Work cooperatively with the Mercy Clinic administration in providing clear medical record documentation
- Review all laboratory reports and insure any indicated follow up
- Perform any other duties as assigned by the Medical Director or Executive Director

Volunteer Providers

- Schedule volunteer providers to cover clinical hours
- Assist Mercy Clinic team in determining volunteer provider needs for sustainability and growth
- Facilitate volunteer provider recruitment
- Coordinate training for new volunteer providers on Mercy Clinic practices and procedures
- Identify and serve on Associations or Community Committees that will grow the presence of Mercy Clinic
- Oversee accreditation of volunteer providers

Patient Care Committee

- Act as liaison between Mercy Clinic Staff and Patient Care Committee
- Serve on the Patient Assistance Fund sub-committee

Qualifications

- MD, DO, PA, or NP
- 5 + years of experience as a medical provider in an outpatient setting
- Fluency in utilizing electronic medical records
- Will champion Mercy Clinic's statement of faith and Mercy Clinic's HR policies and be known as an active follower of Christ

Key Characteristics/Traits

- Collaborative leader
- Ability to work congenially and productively with staff, clients and volunteers
- Resourceful and resource seeking
- Personal accountability
- Demonstrated ability to manage multiple projects and situations concurrently
- Deadline oriented
- Rigorous attention to detail

Required to stand, walk, sit, and climb stairs; talk or hear, both in person and by telephone. Regularly required to stoop, kneel, bend, crouch, and lift, up to 25 pounds.

Interested applicants should submit their resume and cover letter to mercyclinic@mercy-clinic.org with **Assistant Medical Director** in the subject line. **No phone calls will be accepted.**

Updated 3/11/2025