



BALTIMORE
Medical SYSTEM

Baltimore Medical System

* For more information: visit our website at www.bmsi.org - Email: apply@bmsi.org - Fax: 443-703-3233

**Vacancy Listing for the Week of
November 21, 2016**

MANAGEMENT

Position	Location	Shift	Requirements
Center Medical Director	Saint Agnes 900 Caton Avenue Baltimore, MD 21229	Full Time	The Center Medical Director (CMD) is responsible for the day-to-day clinical management of the community health center at our St. Agnes location. Works in conjunction with BMS' Chief Medical Officer (CMO) to provide leadership and supervision over all BMS clinical services. Provides for the diagnosis and treatment of health center patients within the scope of his/her license to practice medicine (16 hours per week). Must be board certified in a primary care specialty or OBGYN and have 5+ years of management experience. Strong preference for candidates with FQHC experience.
Center Medical Director for School Based Health	Middlesex (40%) 1245 Eastern Blvd. Baltimore, MD 21221 Baltimore City Public Schools (60%)	(1) Full Time	Leadership opportunity for a Board Certified Pediatrician with leadership experience, preferably in school based health or community health program. Responsible for the day-to-day clinical management of BMS's School Based Health Programs in Baltimore City Public Schools. Will work in conjunction with BMS' Chief Medical Officer to provide leadership and supervision over all clinical services. Will provide direct patient care services on a part time basis at our Middlesex Family Health Center.
Clinical Manager RN	Highlandtown 3700 Fleet Street Baltimore, MD 21224	(1) Full Time	The Clinical Manager is responsible and accountable for health center clinical operations, referral coordination and programs (where applicable) and must work collaboratively with the Center Medical Director or Lead Physician and Office Manager to provide safe, high quality, effective and efficient medical care. Provides backup clinical support to Center staff. The Clinical Manager receives general supervision from the Center Medical Director. <ul style="list-style-type: none"> • Maryland licensed RN with a minimum of 2 years of supervisory experience, preferably in the ambulatory setting. • MSN

ADMINISTRATIVE

Position	Location	Shift	Requirements
Community Health Worker (10 Month Grant)	Administrative Building 3501 Sinclair Lane Baltimore, MD 21213	(1) Full Time	Under the HIV / HepC Grant, will establish a relationship with BMS clients through home visits to provide health education and reinforcement of health promotion/prevention strategies. Serves as cultural mediator between communities and health service system. Provides culturally appropriate health education to individuals, families, & community groups. Provides informal counseling & social support. Makes appropriate referrals, in consultation with nurse educator, to ensure patients have access to services needed. Follow-ups with clients in person and via telephone to ensure adequate use of services and connections with community resources. Collects relevant data on CHW activities and inputs into system. Writes reports as required. 3+ years experience in a health clinic setting or other client service environment such as a community agency or a neighborhood organization. High School Diploma or equivalent. Active MD Driver's License and personal vehicle required.
Health Benefits Advisor	Middlesex 1245 Eastern Blvd. Baltimore, MD 21221	(1) Full Time	The Health Benefits Advisor helps BMS patients locate and obtain insurance coverage or eligibility for grants, specific programs or other funding sources. REQUIRED: High School Diploma or equivalent degree. 2+ years of medical billing and medical office experience.
Maintenance Assistant	Administrative Building 3501 Sinclair Lane Baltimore, MD 21213	(1) 20 hrs/wk M-F: 5PM – 8PM	Responsible for installing, troubleshooting, repairing, and maintaining production and facility equipment according to safety and predictive and productive maintenance systems and processes. Performs routine and/or extensive preventative maintenance and repair procedures on BMS properties/buildings/facilities, mechanical equipment, and utility systems. HSD/GED. Valid Driver's License. 3 – 5 years commercial building maintenance experience.
Service Representative	Belair-Edison 3120 Erdman Avenue Baltimore, MD 21213 Highlandtown 3700 Fleet Street Baltimore, MD 21224	(1) Full Time (3) Full Time	The service representative is part of a cross-trained team that performs the following processes necessary for efficient operational function of a health center: pre-registration, registration, appointment confirmation, enrollment, scheduling, rescheduling, insurance verification, panel management, with medical record tasks such as record requests, printing Immunization records, copies of referrals, lab slips etc. Also assist patients by tasking messages through EHR to providers and clinical staff. The position is responsible for greeting customers and providing quality customer service in person and on the telephone. Receives co-payments and post payments for back balances to patient accounts and gives appropriate receipts to patients. Minimum 12 months of experience performing similar duties in a healthcare office.

P R O V I D E R S

Medical Doctors & Mid Level Providers

Position	Location	Shift	Requirements
Family Medicine Physician – 3 Needed Permanent & Locum Tenens Positions Available	Highlandtown 3700 Fleet Street Baltimore, MD 21224	Full Time	Board Certified Family Medicine physician to see a diverse patient population with a range of health conditions. Must be board certified in Family Medicine within 3 years of residency training. New grads welcome to apply.
	Belair-Edison 3120 Erdman Avenue Baltimore, MD 21213		Locum Tenens opportunities for full time, 90 day or longer assignments. Monday through Friday, 8 am to 5 pm. Excellent compensation!!
	Orleans Square 2323 Orleans St. Baltimore, MD 21224		
Family Nurse Practitioner	Orleans Square 2323 Orleans St. Baltimore, MD 21224	Full Time	Family Nurse Practitioner to see a diverse patient population with a range of health conditions. Must be comfortable with all ages.
Family Nurse Practitioner and Physician Assistants For Immediate Care Services	Highlandtown 3700 Fleet Street Baltimore, MD 21224 Saint Agnes 900 Caton Avenue Baltimore, MD 21229 Middlesex 1245 Eastern Blvd. Baltimore, MD 21221	PRN positions are available for mid level providers. Hours are: Monday – Friday 10 AM - 8 PM	PRN Nurse Practitioners & Physician Assistants needed to work in our immediate care clinics. The Extended Services Clinician treats patients from pediatrics to geriatrics seeking immediate care for acute illnesses and minor injuries. A minimum of one year of experience after training is required. Must be comfortable treating patients of all ages. \$55.00 per hour.
OBGYN	Saint Agnes 900 Caton Avenue Baltimore, MD 21229	Full Time	Full scope OBGYN position with BMS community health center and St. Agnes Hospital for surgeries and deliveries.
Pediatrician	Middlesex 1245 Eastern Blvd Baltimore, MD 21221	Full Time	Board Certified Pediatrician needed for diverse patient population with a range of health conditions. Will provide preventive services for patients and also treat patients seeking immediate care for acute illnesses, injuries, or other medical issues. New grads welcome to apply.

PROVIDERS (CON'T)

Medical Doctors & Mid Level Providers

Position	Location	Shift	Requirements
Psychiatrist or Psychiatric Nurse Practitioner	Highlandtown 3700 Fleet Street Baltimore, MD 21224	Full Time between the 2 centers	Board Certified Psychiatrist to work with individuals and families as part of our behavioral health integration service. Prefer someone who is comfortable with all ages. New grads welcome to apply.
	Middlesex 1245 Eastern Blvd Baltimore, MD 21221		
Addiction Specialist	Highlandtown 3700 Fleet Street Baltimore, MD 21224	Full Time	Responsible for providing a wide range of counseling and casework services. Coordinates efforts with the health center staff. Designs treatment and rehabilitation program using knowledge of drug and alcohol dependency. Conducts intake interviews, clinical assessment, treatment/discharge planning, maintaining client records and linking clients to community resources. LCA-CD or LCPC Certification Required.

SOCIAL WORKERS

Behavioral Health Integrationist (LCSW-C)	Highlandtown 3700 Fleet Street Baltimore, MD 21224	Full Time	The Behavioral Health Integrationist, as part of the primary care treatment team, identifies, triages and manages patients with medical and behavioral health problems within the primary care setting. In addition, the behavioral health specialist provides skill training through psychoeducation and patient education strategies and develops specific behavioral change plans for patients and behavioral health protocols for target populations. Communication skills are required to persuade or gain cooperation and acceptance of ideas. Licensed Clinical Social Worker (LCSW-C) certified by the Maryland State Board of Social Work Examiners.
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CLINICAL**Registered Nurses**

Position	Location	Shift	Requirements
Charge Nurse, Internal Med/Family Medicine & Charge Nurse, OBGYN	Highlandtown 3700 Fleet Street Baltimore, MD 21224	Full Time Days	The Charge Nurse is responsible for leading and supervising clinical support staff in a designated department. Must work collaboratively with clinicians, administrative staff, and the other center charge nurses to provide safe, high quality, effective and efficient medical care. Provides direct nursing care as part of the departmental team, including triage, patient education, and case management. The Charge Nurse receives general supervision from the center Nurse Manager. BSN or MSN and 4 years of management experience is required. Must have recent experience in an ambulatory setting. 2 years of OBGYN experience required for Charge Nurse, OBGYN.
Part Time RN for Extended Services (Immediate Care Setting)	Saint Agnes 900 Caton Avenue Baltimore, MD 21229	20 hours a week: Monday - Friday 4 PM - 8 PM	Extended Services is our Immediate Care Setting for walk in and scheduled appointments for patients with acute illness and minor injuries. Experience with adults and pediatric patients required. BSN, Current RN license / CPR required.
RN/Case Manager	Highlandtown 3700 Fleet Street Baltimore, MD 21224 Belair-Edison 3120 Erdman Avenue Baltimore, MD 21213	Full Time Days Full Time Days	The RN assists clinicians in the development of the plan-of-care for patients. Experience with adults and pediatric patients required. Promotes and restores patients' health by completing the nursing process; collaborating with physicians and multidisciplinary team members; providing physical and psychological support to patients and families. BSN, Current RN license / CPR required.

**CLINICAL
Pharmacy**

Position	Location	Shift	Requirements
Pharmacy Manager	Highlandtown 3700 Fleet Street Baltimore, MD 21224	20 hrs/wk	Responsible and accountable for Pharmacy clinical operations and for the safe distribution of medication and must work collaboratively with the Center Medical Director , Nurse Manager and Office Manager to provide safe, high quality, effective and efficient medical/pharmaceutical care.
Pharmacist/Floater	All Locations	PRN FLOAT	The pharmacy managers acts as a pharmaceutical resource to all clinical staff. The pharmacy manager will promote safety and oversee the role of staff pharmacists responsible for drug control, labeling, and providing quality information on prescription and OTC medications. The Pharmacy Manager receives general supervision from the Director of Pharmacy.
Clinical Pharmacist	Administrative Building 3501 Sinclair Lane Baltimore, MD 21213	(1) Full Time	Under supervision and direction of the Director of Pharmacy, provides clinical services and acts as a resource to physicians and nurses, and serves as a resource for clinical practice issues. Produces clinical recommendations and programs for the pharmacy. Assists in the implementation of therapeutic initiatives. Acts as a liaison between Pharmacy, Nursing, and Medical staff. Responsible for aiding and assisting the Director with patient care decisions and therapies. Reviews current clinical programs, staff, and patient education and safety programs, pharmacoeconomic programs, and overall process improvement. Able to access patient specific information and interpret this information to make clinical judgments. Coordinates all clinical pharmacy functions of the department and promotes the role of staff pharmacists in drug quality surveillance programs and disseminating safety, labeling, and quality information on marketed drug products.
Pharmacy Courier	All Locations	(1) Full Time PRN FLOAT	Responsible for performing courier services primarily between Patient Residences and BMS Pharmacies. Additional courier duties between the Central Office, BMS Health Centers and any other locations, may be required. He/she is required to operate BMS's Company vehicle in a safe and courteous manner in order to pick up prescriptions, prescriptions transfers, interoffice mail, bank change, etc. and deliver them to designated patient residence, health centers, bank, and other facility.
Pharmacy Technician	All Locations	PRN FLOAT	The Pharmacy Technicians are responsible for assisting with prescriptions by counting pills, measuring and labeling medications, verifying prescriptions from doctors, maintaining patient records, tracking insurance information, and assisting patients with insurance forms as needed. High School Diploma or equivalent. Must be a Registered Pharmacy Technician and must retain certification. Basic medical terminology preferred. 1-3years relevant work experience. High School Diploma or equivalent. Must be a Registered Pharmacy Technician and must retain certification. Basic medical terminology preferred. 1-3years relevant work experience. The Pharmacy Technician will float to other centers as needed.

CLINICAL

Medical Assistants

Job Summary: Medical Assistants are responsible for completing the patient intake process, assisting clinicians in providing daily care, performing various medical tasks (vital signs, EKG's, etc), and documenting information in electronic & hard copy medical records while maintaining excellent standards of patient care.

Position	Location	Shift	Requirements
Medical Assistant	Belair-Edison 3120 Erdman Avenue Baltimore, MD 21213	(1) Full Time	Experience working with Family Practice, OB-GYN, and/or Pediatric patients. The MA might be required to float to other centers or departments as needed. 1+ years experience as a MA outside of an externship. Certification preferred.
	Highlandtown 3700 Fleet Street Baltimore, MD 21224	(2) Full-Time	Experience working with Behavioral Health, Family Practice, OB-GYN, and/or Pediatric patients The MA might be required to float to other centers or departments as needed. 1+ years experience as a MA outside of an externship. Certification preferred. Bilingual Preferred.
	Orleans Square 2323 Orleans Street Baltimore, MD 21224	(2) Full-Time	Experience working with Family Practice and/or Pediatric patients The MA might be required to float to other centers or departments as needed. 1+ years experience as a MA beyond an externship. Certification preferred.
	Saint Agnes 900 Caton Avenue Baltimore, MD 21229	(1) Full-Time	Experience working with Family Practice and/or Pediatric patients The MA might be required to float to other centers or departments as needed. 1+ years experience as a MA outside of an externship. Certification preferred. Bilingual Preferred.
	School Based Health DUNBAR HIGH SCHOOL 1400 Orleans Street Baltimore, MD 21231	(1) Full-Time	Experience working with Family Practice and/or Pediatric patients The MA might be required to float to other centers or departments as needed. 1+ years experience as a MA outside of an externship. Certification preferred. Bilingual Preferred.
Patient Care Associate	Multiple Locations	Full Time	A Patient Care Associate (PCA) is a CMA/RMA with a minimum of five (5) years of experience as a Medical Assistant in primary or specialty care. The PCA is responsible for training and mentoring new medical assistants and PCA's.
Medical Assistant/Floater	Belair-Edison 3120 Erdman Avenue Baltimore, MD 21213	(2) Full-Time	Experience working with Adult, Pediatric, & OB patients. The MA might be required to float to other centers or departments as needed. Minimum 6 months working experience as a MA outside of externship. Certification preferred.