



Job Description: **Medical Director**
Reports to: **Executive Director**
Supervises: **USC Residents, RN, and volunteers**
Status: **Part-Time FLSA-Exempt**
Work location: **Los Angeles CA**

Organizational Background

The Program for Torture Victims (PTV) assists the courageous survivors of state-sponsored torture and persecution who have stood up for freedom, equality and human dignity. Since 1980, PTV has helped new U.S. immigrants, seeking asylum from over 70 countries, heal their physical and psychological wounds, and start a second life here in California. The first human rights health organization of its kind in the country, PTV provides comprehensive medical, psychological and social services that empower survivors to heal, reclaim their identities, and work toward a world without torture.

Job Summary

The Medical Director leads PTV's medical evaluation, medical care and complementary therapies programs — providing treatment, management, oversight, coordination and training. S/he provides expert witness and testimony (in person or by affidavit) in asylum hearings, immigration court and in international courts. Additionally, s/he oversees the training of health care professionals and educates the general public on the effects of torture. We estimate the work responsibilities as 50% direct medical care and coordination, 25% medical evaluation and affidavit preparation, and 25% administrative, management and training. This is a half-time position requiring 20 hours per week.

Overview of Responsibilities

- Manages the relationships of the top leaders at our medical and complementary therapy partners, increasing both the capacity and treatment options to heal our survivors.
- Provides high-quality medical care to survivors and their families at the PTV Human Rights Health Clinic at USC Eisner (6 hours per week) and in alignment with the standards and philosophy of PTV. Performs medical intakes, collects trauma and medical histories, and makes referrals to specialists or hospitals, or clinics as needed.
- Identifies, acquires, stewards and coordinates volunteer medical or complementary therapy professionals that provide specialty care to PTV clients (i.e. psychiatrists, gynecologists, optometrists, neurologists, chiropractors, acupuncturists, massage therapists etc.)
- Conducts forensic medical evaluations and documents the physical sequelae related to torture through measurements, drawings and photographs. Authors medical affidavits for asylum hearings, and immigration or international courts as requested. Serves as expert witness by phone, video or in person when requested by attorneys or courts.
- Hires, supervises and evaluates other PTV staff physicians, RNs or paid medical staff (if applicable).
- Provides coordination of care and works collaboratively within the context of a multidisciplinary team model. Provides input to treatment team members regarding client's physical progress

and seeks input from treatment team members about related psychological and psychiatric needs.

- Provides consultation to Executive Director on issues and ethics that affect the Medical program or the needs and medical issues of torture survivors.
- Participates in PTV staff meetings, clinical meetings and in client conferences.
- Trains healthcare professionals on identifying and referring survivors, and educates the general public on the medical effects of torture.
- Represents PTV at medical or professional conferences as requested.
- Formulates internal policy that improves patient care, health outcomes, efficiencies and legal compliance.
- Develops goals and benchmarks and evaluates the performance of medical program.
- Ensures medical staff fulfillment of data entry and paperwork in a timely manner. Monitor medical staff and volunteer service statistics (utilization), client files, and HIPAA compliance.
- Authors or co-authors educational papers, or research studies on medical issues or treatment of torture survivors.
- Assists with fundraising, marketing and awareness activities as needed to increase private contributions necessary to sustain PTV's medical program and its overall mission.

Position Requirements

- A current California medical license and Board certified in Internal or Family Medicine. Must be registered with the DEA and have the ability to enroll as a volunteer physician at the USC Eisner Family Medicine Center.
- Authorization to work in the United States.
- Ability to work at least two days a week including a 6 hour day at the PTV Human Rights Health Clinic inside the USC Eisner Family Medicine Center.
- Experience working with victims of trauma, immigrants, or underserved populations. Additional experience working with refugees, survivors of war trauma, or experience outside the U.S. as a volunteer or paid staff with an international medical relief or international aid organization is highly desirable.
- Self-motivated and requiring minimal supervision, ability to bring new ideas to the organization and enjoy taking the lead as the chief medical officer.
- Ability to interact effectively and comfortably with multicultural or LGBT clients, clinical staff, administrators, volunteers, judges, and attorneys.
- Experience identifying, acquiring, and training volunteers.
- Fluency in English; fluency in additional languages such as Spanish, French, Farsi or Arabic a plus.
- Excellent verbal and written communication skills. Experience writing medical affidavits a plus.
- An eye for detail with the ability to work on multiple projects, and ability to create efficient workflow systems.
- Ability to think creatively and the ingenuity to solve problems within the confines of a limited budget.
- Experience supervising other physicians, nurses, interns or medical volunteers.
- Experience working with MS Office products (Word, Excel, PowerPoint). Experience working with electronic/paperless patient systems a plus (NEXTGEN5 or proprietary systems).
- Demonstrated commitment to international human rights.
- Valid CA Driver license, auto insurance, and a vehicle to drive between work locations and off-site meetings.