

# Street Medicine Institute

[Streetmedicine.org](http://Streetmedicine.org)

## POSITION DESCRIPTION for **CLINICAL DIRECTOR**

### **Organization Overview**

The Street Medicine Institute (SMI) facilitates and enhances the direct provision of health care to people experiencing unsheltered homelessness where they live. For over two decades, the Institute has provided communities and clinicians with expert training, guidance, tools, and support to develop and grow their own Street Medicine programs. SMI has become the global leader in developing the field and practice of Street Medicine and has helped cultivate or improve Street Medicine programs in over 140 cities in 27 countries across six continents. With over 900 active members, SMI provides a collaborative community for professionals to share best practices, receive peer support, seek advice, and learn about key concepts necessary for successful Street Medicine program implementation.

### **Position Overview**

This new senior position will hold oversight responsibility for all clinical dimensions of SMI's full spectrum of services and will also, in partnership with the Executive Director, provide leadership for developing new programs and services, particularly those with a clinical aspect. The Clinical Director (CD) will frequently independently represent SMI through speaking and consulting engagements. The CD reports to the Executive Director and works closely with the Board of Directors, Program Director, and external partners to accomplish position responsibilities. Given SMI's small size, the CD must be prepared to perform administrative tasks associated with planning and organizing their work. SMI is a nationwide/global organization working across time zones. The CD position is mainly virtual but will involve an estimated 10-12 travel events per year for attending training programs, consultations, site visits, the annual symposium, and strategic planning meetings.

### **Qualifications**

#### ***Minimum:***

The minimum qualifications for this position include:

- 5-6 years of post-graduate clinical practice after receiving MD, DO, PA, or NP (Residency/fellowship counts towards post-graduate clinical practice.)
- Either 3 years of street medicine clinical practice without a fellowship or 2 years plus a Street Medicine Fellowship
- Currently licensed in the state in which you reside (with maintenance of license throughout clinical director position)
- National board certification
- Communication skills including writing and public speaking
- Leadership experience
- Administrative skills including the use of video conferencing and Microsoft Word, Excel, and PowerPoint

**Preferred:**

The ideal candidate will also:

- Be a member of the Street Medicine Institute
- Have attended at least 1 International Street Medicine Symposium (ISMS)
- Have founded or directed a street medicine program
- Have 10 or more years of clinical practice
- Have 5 or more years of street medicine clinical practice
- Skilled in time management, project development, and program oversight
- Excellent communication skills including public speaking and writing demonstrated by published journal articles, grants, clinical guidelines, or book chapters
- Three or more years of leadership experience
- Skilled use of technology including video conferencing, Microsoft PowerPoint, and other products

**Responsibilities**

SMI's Clinical Director oversees the clinical dimensions of SMI's activities. The Clinical Director will work in close cooperation with the SMI Program Director to develop and implement programming. This position will also assist with various administrative and operational duties as needed.

**Clinical Leadership & Program Development**

- Provide in-person and virtual consultative support to SMI members, Seed Grant Awardees, and new individuals or communities interested in implementing or improving street medicine programs.
- Take a leadership role in developing and executing SMI's consultation program.
- Develop a plan for and oversee SMI's engagement in street medicine research.
- Provide clinical guidance and SMI staff representation for SMI's affiliate programs: the SMI Student Coalition (SMISC) and the Street Medicine Educator Coalition (SMEC).
- Assist with identifying and vetting potential clinical contractors, volunteers, and/or presenters.
- Assist with maintaining and growing the membership program by identifying, developing, and participating in relevant membership projects and activities.
- In cooperation with other street medicine senior leaders, shepherd and monitor the ongoing evolution of street medicine as a formal track in medical/clinical education.

**Clinical Content Generation and Management**

- Oversee the updating and/or development of SMI intellectual property, particularly in response to identified member interests or requests, including such things as member tools, street medicine manuals, webinars, Street Medicine 101 trainings, and other such things yet to be identified.
- Lead the development and provide oversight of program content related to the clinical and street medicine practice aspects of SMI's work, such as ISMS programming, member tools, educational webinars, etc.
- Ensure that all relevant SMI programming complies with CME requirements and regulations as needed.

**Clinical Contractor and Volunteer Management**

- Identify, establish, and maintain a core group of expert street medicine clinicians and content experts to draw on to deliver on SMI programs, partnerships, consultations, and grants.
- Assign, schedule, and manage volunteers and contract experts participating in grants, consultations, training programs, resource generation, and other SMI activities.
- Track SMI consultations and maintain relevant recordkeeping.

- Assist with scheduling all necessary meetings related to consultations.
- Assist the Executive Director with the management of paid consultation contractors, issuing contracts, and collecting deliverables.

#### **Communication & External Engagement**

- Serve as the lead clinical representative on internal and external grant initiatives, consultations, training programs, and resource development projects.
- Respond in a timely manner to requests for clinical resources, information, consulting, and other clinically-oriented requests.
- Assist other SMI staff in promoting SMI activities and accomplishments by generating content for the SMI newsletter, social media feeds, press releases, and other external communications.
- Assist with fundraising activities, including contributing content for grants, donor proposals, annual campaign initiatives, and attending donor/funder meetings as needed.

#### **Board & Committee Liaison**

- Provide support and leadership to the ISMS Education Committee and any other committees or task forces focused on clinical content.
- Support and advise the board of directors on matters associated with the clinical aspects of street medicine.

#### **Operations**

- Attend and collaboratively support SMI activities and initiatives.
- Facilitate and assist in the evaluation of and required reporting on SMI's clinical programs and services.
- Utilize SMI's shared drive filing system and maintain accurate and clean records for all programmatic and operational work using a searchable file naming system.
- Provide your own administrative support to plan, manage, organize, schedule, prepare documents, etc. (SMI does not provide administrative support personnel.)
- Assist with developing written procedures for organizational operations and programs.
- Other administrative/operational projects and tasks as assigned.

#### **Compensation and Other**

- Annual Salary: \$125,000 to \$145,000
- Competitive medical, dental, and vision insurance
- Long and short-term disability
- Life insurance
- Six weeks of PTO (Vacation + Sick)
- MacBook provided
- Work-related travel is reimbursed

#### **Submit CV/resume and cover letter to:**

Kendall Fisher, Executive Director

[Kendall@streetmedicine.org](mailto:Kendall@streetmedicine.org)

***Please put "Clinical Director Search" in the subject line.***