



**PARTNERSHIP HEALTH CENTER, INC.
invites applications for the position of:
Medical Director**

SALARY: \$86.98-\$126.27 Hourly, DOE

OPENING DATE: 11/18/25

CLOSING DATE: Open Until Filled

BARGAINING UNIT: Non-Union Personnel Plan

SCHEDULING/HOURS OF WORK: Regular Full-Time, 40 Hours Per Week

Located halfway between Yellowstone and Glacier National Parks and home to the University of Montana, Missoula is an academic center situated in an outdoor enthusiast's paradise. Depending on the season, you can hike, ski, fish, float rivers, ride mountain bikes, or just sit back and marvel at the surrounding scenery. Join us in scenic, sophisticated, and service-oriented Missoula!

Partnership Health Center (PHC), 2019 and 2022 winner of the Employer of Choice Award for Missoula, and 2022 winner of the Montana Employer of Choice Award, offers impeccable, integrated services to over 18,000 individuals and families. A 14-site, Federally Qualified Health Center in Missoula County, PHC fulfills its mission through the provision of a full range of primary care services - medical, dental, behavioral health, and an on-site pharmacy with a dedication to attending to the social determinants of health. Please visit our [website](#) to see the amazing benefits you will receive by joining our team such as medical (no cost for employee), dental, and vision insurance, loan forgiveness, retirement plan contributions, and generous paid sick and vacation time.

DEFINITION:

Provides primary medical care and performs staff supervision for Medical Clinic primary care staff at Partnership Health Center (PHC).

REPRESENTATIVE EXAMPLES OF WORK:

Provides primary medical care, including assessment, diagnosis and treatment of patients at PHC and maintains medical records of patient visits using an adopted format. Assures appropriate referrals and/or hospitalization with hospitalists; participates in after-hours call system for PHC patients.

Provides consultation to the professional staff regarding unresolved problems in clinic on an as needed basis to ensure sound medical direction in the absence of the chief medical officer.

Provides clinical assistance as requested to PHC's ancillary health services.

Provides input on evaluations of medical personnel that support the clinicians and participates in the delivery of these evaluations.

Assists the Chief Medical Officer and Clinic Director in all aspects of managing the clinic including, but not limited to, staff training and supervision, provider schedules, incident reporting, complaints, oversight and input of specialty clinics, oversight of student rotations, policy development, workflow and quality assurance. Participates in QI processes as assigned.

Acts as the Chief Medical Officer as required or assigned.

OTHER DUTIES:

Performs related work as required or directed.

SUPERVISION RECEIVED: Works under the direction of the PHC Chief Medical Officer.

SUPERVISION EXERCISED: Assigns, trains and supervises medical providers. Contributes to policies and protocols and supervision of for Advanced Practice Providers. Provides general supervision of clinic staff as needed.

WORKING RELATIONSHIPS: Has routine contacts with medical providers and clinic staff, and directors of other clinical departments (such as patient services, nursing, dental, pharmacy, and behavioral health). Serves as a liaison between PHC and the medical community.

REQUIRED KNOWLEDGE, SKILLS, & ABILITIES:

KNOWLEDGE: Considerable knowledge of the practice of primary care medicine including preventive medicine. Working knowledge of community health care and social service resources. Working knowledge of the principles and practices of HIPAA compliance. Working knowledge of the PHC Corporate Compliance Guidelines. Basic knowledge of the principles and practices of clinical assessments and health care management.

SKILLS: Skill in diagnosis and treatment including use and interpretation of diagnostic tests, current medications and therapies. Skill in basic lab procedures and interpreting lab results; skill in clinical examination procedures, charting and the use of related instruments and equipment. Skill in the use of a personal computer and related software, including word processing, email and electronic medical records.

ABILITIES: Ability to work with a multi-disciplinary team in an evolving program. Ability to support PHC's mission and provide culturally sensitive care. Ability to develop and maintain effective working relationships with diverse individuals and groups, the Missoula medical community, staff, clients and the public. Ability to communicate effectively in the English language, orally and in writing. Ability to assist in developing, and practice in accordance with, protocols approved by the PHC Chief Executive Officer, Chief Medical Officer and Board of Directors.

Ability to train and instruct employees. Ability to analyze information and evaluate results to choose the best solution and solve problems. Ability to encourage and build mutual trust, respect and cooperation among team members.

MINIMUM QUALIFICATIONS:

EDUCATION: Requires the degree of Medical Doctor or Doctor of Osteopathy from an accredited medical or osteopathic school; board certified, board-eligible and residency trained. Family practice residency training is required.

EXPERIENCE: Requires completion of an accredited residency program, board certification in area of specialty, and 2 years of experience as a physician.

SPECIAL REQUIREMENTS: Current license to practice medicine in the State of Montana with full prescriptive authority with no history of licensure suspension or disciplinary action. Must be eligible for malpractice/liability coverage. Requires immunizations or proof of immunity to certain infectious diseases and a TB test. New employees will be asked to volunteer vaccination status for required vaccines upon hire and will be offered assistance during hiring to receive necessary immunizations. Employees who have not received the vaccines required for their positions or who are unwilling to voluntarily provide vaccination status for required vaccines will receive a reasonable accommodation where such accommodation does not require an undue hardship or endanger the health or safety of any person.

PHYSICAL/ENVIRONMENTAL DEMANDS:

The work is commonly performed in the PHC clinics and office settings. Requires bending and lifting in the medium range (20 to 40 pounds). Involves a high risk of exposure to blood borne pathogens. May risk exposure to communicable diseases. This role may require evening and weekend hours, participation in on-call coverage,

and Saturday clinic shifts. Travel to affiliated satellite locations may also be necessary. This position performs 30 hours per week in clinic and 10 hours per week administrative duties. This position is not eligible for full-time remote work.

TO APPLY:

- Please email your interest in the position to PHCHR@phcmt.org.
- Please include with your email the following attachments: Cover Letter, Resume, copy of current License, Transcripts, a copy of your diploma, and valid MT Driver's License.
- Incomplete applications and applications without required attachments will be disqualified.
- Complete job description available upon request to the Department of Human Resources.