



Physician Assistant Job Description

Job Title: Physician Assistant (PA-C)

Reports To: Medical Director or designated supervising physician; administratively to the Clinic Manager

Status: Full-time preferred; part-time may be considered

FLSA Classification: Exempt for a qualifying salaried arrangement; classification may vary for a part-time or hourly arrangement

Compensation: \$41.00-\$47.00 per hour, or \$85,280-\$97,760 annualized at 40 hours per week, depending on experience and qualifications

Location: Community Care Clinic, Winston-Salem, North Carolina

Why This Role Matters: The PA helps ensure that patients who lack insurance or financial resources still receive timely, dignified, and clinically appropriate care. This position offers the opportunity to practice medicine with meaningful community impact while becoming an integral part of a deeply committed clinical team.

Organization Summary

Community Care Clinic exists to ensure that uninsured and underserved residents of Forsyth County have access to compassionate, high-quality healthcare regardless of their ability to pay. Through medical, dental, vision, behavioral health, medication-access, and supportive services, CCC helps patients overcome financial, language, transportation, and systemic barriers that might otherwise leave them without care. Our work is grounded in respect for the dignity of every patient and strengthened by collaboration among employed staff, volunteer clinicians, learners, interpreters, and community partners.

Position Summary

The Physician Assistant is a central member of CCC's mission-driven clinical team. This position provides high-quality primary care to patients who might otherwise go without timely diagnosis, treatment, medication, education, or follow-up. The PA combines sound clinical judgment with compassion, cultural humility, resourcefulness, and a commitment to meeting patients within the realities of their lives. The PA evaluates and treats patients, manages acute and chronic conditions, orders and follows diagnostic testing, provides education, coordinates referrals, and supports continuity of care.

Because CCC operates as a free and charitable clinic, the PA's contribution extends beyond the examination room. The PA collaborates with employed staff, volunteer providers, interpreters, learners, medication-access personnel, and community partners to help patients navigate barriers and receive coordinated care. The position also contributes to provider onboarding, learner support, outreach, quality improvement, and responsible stewardship of the clinic's limited and donated resources. The PA practices within individual education, experience, competencies, CCC privileges and protocols, and all applicable North Carolina Medical Board requirements, including any required supervisory or team-based practice arrangement.

Essential Responsibilities

Mission and Patient Commitment

- Advance CCC's mission by providing compassionate, high-quality care to uninsured and medically underserved patients.
- Treat every patient with dignity, respect, patience, and cultural humility, regardless of income, insurance status, language, background, or life circumstances.
- Develop clinically appropriate care plans that recognize patients' financial, transportation, medication-access, health-literacy, and language barriers.
- Help patients understand and participate in their care through clear communication, education, interpreter collaboration, and practical follow-up plans.
- Work resourcefully within a free and charitable clinic environment while maintaining appropriate standards of quality, safety, ethics, and professional practice.
- Contribute to a welcoming, collaborative culture that values employed staff, volunteers, learners, community partners, and the patients CCC serves.

Patient Assessment and Clinical Care

- Obtain and update medical histories; interview patients; perform appropriate physical examinations; and document findings accurately and promptly.
- Develop and implement evidence-based assessment and treatment plans in collaboration with physicians and other members of the medical team, as appropriate.
- Diagnose and manage common acute and chronic conditions within the PA's education, experience, competencies, privileges, and applicable practice arrangement.
- Prescribe, administer, and monitor medications and other treatments consistent with applicable law, CCC policy, formulary resources, and delegated or authorized prescriptive authority.
- Monitor patient progress, reassess response to treatment, and adjust care plans as clinically indicated.

Diagnostic Testing, Results, and Follow-Up

- Order laboratory studies, imaging, and other diagnostic tests when clinically appropriate; review and interpret results within the PA's authorized scope.
- Ensure clinically significant results are communicated, documented, and acted upon in a timely manner.
- Complete necessary review and follow-up of test results, patient messages, and urgent clinical matters outside scheduled clinic hours when reasonably required for patient safety and continuity of care.
- Refer patients to physicians, specialists, emergency services, or a higher level of care when indicated, and support follow-through whenever feasible.

Patient Education and Care Coordination

- Explain diagnoses, medications, testing, treatment options, warning signs, and follow-up plans in language patients and families can understand.
- Counsel patients and families regarding lifestyle changes, prevention, self-management, and self-care techniques that complement treatment plans.

- Work with CCC staff, volunteer providers, interpreters, medication-access personnel, and community partners to reduce barriers and coordinate care.
- Practice with cultural humility and respect for each patient's dignity, background, health literacy, language needs, and circumstances.

Team, Learner, and Provider Support

- Participate in biweekly staff meetings, clinical conferences, quality-improvement discussions, and other meetings intended to improve clinic flow and patient care.
- Support medical students and other approved health professions learners during clinic rotations, consistent with CCC and academic-partner expectations.
- Assist with the orientation and onboarding of new employed and volunteer providers, including clinic workflows, documentation expectations, resource limitations, and referral processes.
- Serve as a collegial clinical resource and communicate promptly with the Medical Director, physicians, nurses, and other team members regarding patient care or operational concerns.

Medication, Supply, and Clinic Operations Support

- Help identify, obtain, order, and appropriately stock donated medication samples and patient-care products that support treatment, consistent with legal, safety, storage, tracking, and CCC requirements.
- Notify the responsible staff member or volunteer when medications, samples, clinical products, or essential work-area supplies are low or require replenishment.
- Help maintain an orderly, safe, clean, and adequately supplied clinical workspace by following infection-control, medication-management, equipment, and workplace-safety procedures.
- Address minor shared workspace needs when practical and promptly report equipment, printer, supply, or facility problems to the appropriate staff member or volunteer.

Outreach and Clinical Improvement

- Support approved CCC outreach efforts, community events, health fairs, screening activities, or educational programs, including occasional evening or weekend activities.
- Design, implement, or lead approved projects that improve patient health outcomes or access to care, such as blood-pressure monitoring, vaccination, prevention, or chronic-disease initiatives.
- Support staff-led projects that improve clinic flow, patient experience, care coordination, or the well-being of patients and families.
- Use patient-care patterns, outcome information, staff feedback, and operational experience to identify and recommend practical improvements.

Documentation, Compliance, and Professional Standards

- Maintain complete, accurate, timely, and legally compliant documentation in the electronic health record and other approved systems.
- Protect patient confidentiality and comply with HIPAA, informed-consent requirements, CCC policies, and applicable professional and regulatory standards.
- Maintain all required licenses, certifications, registrations, continuing education, credentialing, and professional-liability eligibility throughout employment.
- Participate in chart review, peer review, quality assurance, incident review, and performance-improvement activities as requested.

- Recognize the limits of personal knowledge and competence; seek consultation, collaborate, or refer when a patient's needs exceed those limits.

Required Qualifications

- Graduation from an accredited physician assistant program.
- Current certification by the National Commission on Certification of Physician Assistants (NCCPA), or ability to obtain certification before beginning clinical duties.
- Current, unrestricted North Carolina physician assistant license, compact privilege, or documented eligibility to obtain required authorization before beginning clinical duties.
- Current Basic Life Support (BLS) certification; additional life support certification as required by assigned duties.
- Eligibility for credentialing, privileging, prescriptive authority, and any required supervising physician or team-based practice arrangement.
- Demonstrated commitment to CCC's mission and to providing respectful, compassionate care for uninsured, low-income, culturally diverse, and medically underserved patients.
- Strong clinical judgment, communication, documentation, organizational, and follow-up skills.
- Ability to work effectively with employed and volunteer clinicians, staff, learners, interpreters, community partners, and patients from varied backgrounds.

Preferred Qualifications

- Two or more years of outpatient primary-care, family-medicine, internal-medicine, community-health, or free-clinic experience; strong new graduates may be considered when appropriate clinical support is available.
- Experience managing diabetes, hypertension, obesity, cardiovascular risk, respiratory conditions, and other common chronic diseases.
- Experience serving uninsured, low-income, immigrant, refugee, Spanish-speaking, or medically underserved patients.
- Bilingual English/Spanish ability strongly preferred.
- Experience with medication-assistance programs, donated medications or samples, public health initiatives, learner precepting, community outreach, or quality-improvement projects.
- Working knowledge of local specialty, hospital, diagnostic, pharmacy, and community resources available to uninsured patients.

Benefits

Benefits are subject to employment status, eligibility, plan terms, and CCC policies. Eligible employees may receive:

- Paid Time Off, with eligibility based on employment status and length of service; PTO may be used for vacation, sickness, and pressing personal matters.
- Nine paid holidays each year plus a half-day on New Year's Eve.
- Pre-tax group medical insurance, with CCC paying most of the employee coverage cost for eligible employees.
- Flexible Spending Account for eligible medical, dental, vision, and dependent-care expenses; CCC currently contributes \$60 monthly for each full-time employee after the 90-day introductory period.
- Long-term disability insurance for full-time employees.
- Term life insurance and accidental death and dismemberment coverage for eligible employees.

- SIMPLE Individual Retirement Plan, with CCC matching contributions up to 3% of monthly salary after eligibility requirements are met.
- Social Security/Medicare contributions and workers' compensation insurance as legally required.

Working Conditions and Schedule

This position is primarily in person at Community Care Clinic in Winston-Salem and is performed in a medical clinic and office environment. Work includes direct patient contact, computer and telephone use, sitting, standing, walking, bending, and moving among clinical work areas. The PA must be able to communicate effectively with patients and colleagues and use appropriate precautions in an environment where exposure to infectious illness, blood, bodily fluids, medications, and other clinical hazards may occur.

The schedule will be established based on clinic needs and employment status. Responsibilities may include timely review and follow-up of diagnostic results or urgent patient care matters outside scheduled clinic hours, as well as occasional evening or weekend meetings, outreach, or clinic activities. All time and availability expectations will be administered consistent with the employee's classification and CCC policy.

Other Duties and Acknowledgment

This description identifies the position's principal responsibilities but is not an exhaustive list of every duty. The PA may be assigned other related duties consistent with the position, professional scope, and clinic needs. CCC may revise this description as services, staffing, laws, regulations, or operational requirements change. Nothing in this document creates a contract of employment or alters the at-will employment relationship, where applicable.