

**RHODE ISLAND MEDICAL SOCIETY  
PHYSICIAN HEALTH PROGRAM**

**Job Posting:  
Part-time Clinical Casework Assistant**

**Responsible to:** Director, Physician Health Program

**Job Summary**

This part-time position is for a healthcare professional who reports to and works under the supervision and direction of the Director of the Rhode Island Medical Society's Physician Health Program (RIPHP). S/he assists the director in the daily operation of the program and bears particular responsibility for managing and monitoring active casework.

The RIPHP works with physicians, dentists, podiatrists, and PAs (Physician Assistants) and functions as a specialized EAP for all members of those four healthcare professions who are working throughout the State of Rhode Island. In addition, the RIPHP advises the Medical Student Health Council of the Warren Alpert Medical School of Brown University.

**Principal Job Duties and Responsibilities**

- Screening referrals to the RIPHP
- Managing casework, including maintenance of case records and timely communication with boards of licensure, referral sources, and healthcare consultants in various disciplines at various treatment entities
- Participating in interviews, interventions and follow-up case work as needed
- Overseeing a random drug screening program in conjunction with third-party administrator, RecoveryTrek
- In consultation with the director, preparing agendas for monthly meetings of the Physician Health Committee, and presenting cases as assigned by the director
- Serving as "clinician in charge" when program director is unavailable.
- Executing other duties assigned by the RIPHP Director.

**Job Qualifications**

Minimum Master's Degree in a relevant field with specialized training in psychiatric and substance use disorders:

- Case management skills with at least three years' clinical experience
- Employee assistance (EAP) experience with health care professionals is desirable

Administrative and supervisory experience:

- Excellent organizational and administrative skills
- A high degree of personal integrity regarding confidentiality
- Strong written and oral communication skills
- Strong interpersonal skills
- Willingness to take direction
- Familiarity and facility with common office technology and standard software database programs

**Compensation**

Competitive salary. Benefits include paid time off and contribution to retirement. Flexible hours available.

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