



J O B D E S C R I P T I O N

Job Title: Corporate Counsel		
Department: Legal		Reports To: General Counsel
Job Number*:	FLSA*: Exempt	Grade*:
Supervises: No direct reports		

*Leave blank – to be completed by Human Resources

POSITION SUMMARY: The position requires a dynamic attorney who is able to provide independent analysis and counsel on legal and policy issues, oversee complex transactional issues, contract negotiations and regulatory compliance. The Corporate Attorney will report to the General Counsel and be responsible for assisting in corporate, contractual, and regulatory aspects of physician practice acquisitions.

ESSENTIAL DUTIES AND RESPONSIBILITIES (include but not limited to):

1. Provide analysis and counsel on legal and regulatory issues relative to the transactional efforts of the company.
2. Draft a variety of agreements.
3. Perform a variety of due diligence related tasks.
4. Work with outside legal counsel on mergers and acquisitions.
5. Assist in a variety of operational legal and governance tasks relative to company's M&A activity.
6. Anticipate and guard against legal risks facing the company.
7. Develop and recommend administrative and clinical policies and procedures and other operational policies and procedural improvements.
8. Perform other duties as assigned.

REPORTING TO THIS POSITION: No direct reports

JOB REQUIREMENTS (Knowledge, Skills and Abilities):

- Knowledge of federal, state and local laws with a strong emphasis on healthcare laws.
- Strong interpersonal and communication skills
- Ability to analyze relevant law and provide recommendations
- Ability to write business communication
- Ability to effectively present information to senior management
- Experience in transactional, health care law and regulatory compliance is essential
- Experience resolving conflict between groups with opposing perspectives, agendas, or priorities
- Self-assured and confident in a variety of settings with a strong belief in own capabilities
- Handle long-term and/or complex legal projects with significant financial or other business impact;
- Strong business and financial acumen as well as superior analytical and writing skill
- Ability to read, write, and speak English

EDUCATION/TRAINING/EXPERIENCE:

- Law Degree with admission to the state Bar
- 4-7 years of applicable law practice experience
- Healthcare experience required

PHYSICAL REQUIREMENTS:

- Requires prolonged sitting, some bending, stooping and stretching
- Must possess sufficient eye-hand coordination/manual dexterity to operate a keyboard, photocopier, telephone, calculator and other office equipment
- Required normal range of hearing and eyesight to record, prepare, and communicate appropriate reports and evaluations.
- Requires lifting papers and boxes weighing up to 35 pounds occasionally
- Requires dexterity to type at least 35 wpm.

WORKING CONDITIONS (environment and safety):

- Work performed in office environment
- Involves frequent contact with professional staff and managed care organizations
- Work may be stressful at times
- Interaction with others is frequent and often disruptive

DISCLAIMER: The above job description has been written to indicate the general nature and level of work performed by employees within this classification. It is not written to be inclusive of all duties, responsibilities and qualifications required of employees assigned to this job.

Employee Signature

Date