



JOB DESCRIPTION

POSITION TITLE: *Physician – Adult and Child Psychiatrist*

CLASSIFICATION: Salary, Exempt

LOCATION: Various

JOB SUMMARY: Responsible for evaluating patients for mental, emotional or behavioral disorders; diagnoses disorders, including nature and extent, and determines the appropriate course of treatment for the patient.

ACCOUNTABLE TO: Chief Medical Officer

JOB DUTIES:

The MD/DO Child Psychiatrist specializes in the treatment of mental illness through psychotherapy, medication, and hospitalization and medication, including the following:

1. Evaluate, diagnose, and treat patients with mental illnesses through personal counseling (psychotherapy), hospitalization, and medication.
2. Completes psychiatric assessments and ongoing evaluations of patients.
3. Performs initial psychiatric assessments, develops individualized care plans, and implements treatment for the patient.
4. Provides supervision to physician assistant staff and other team members as appropriate.
5. Prescribes psychopharmacological medications as needed. Monitors and records client progress and amends treatment plan according to patient response.
6. Fluent in electronic record keeping and documentation.
7. Treat psychiatric conditions using a conservative approach, including Cognitive Behavioral Therapy.
8. Explain treatment plans to patients and/or their parents or guardians, relatives, and significant others and provide support throughout the treatment program.
9. Advocate for patients, especially regarding schools and other organizations.
10. Analyze and evaluate patient data and test or examination findings to diagnose the nature and extent of mental disorders.
11. Collaborate with physicians, psychologists, social workers, psychiatric nurses, or other professionals to discuss treatment plans and progress.
12. Examine or conduct laboratory or diagnostic tests on the patient to provide information on general physical condition and mental disorder.
13. Prepare and submit case reports and summaries to government and mental health agencies.
14. Serve on committees to promote and maintain community mental health services and delivery systems.
15. Complete reports and appropriate documentation, including billing and medical records, promptly.

16. All duties as assigned.

Special Knowledge, Skills, Abilities and Attributes:

- Ability to obtain information by observing, receiving, and obtaining information from all relevant sources.
- Ability to establish and maintain interpersonal relationships; develop constructive and cooperative relationships with others and maintain them over time.
- Ability to make decisions and solve problems by analyzing information and evaluating results to choose the best solution.
- Ability to assist and care for others by providing personal assistance, medical attention, emotional support, or other personal care to coworkers, customers, and patients.
- Ability to document and record information by entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.
- Ability to stay current with technically relevant knowledge and apply it to the job.
- Ability to effectively communicate with supervisors, peers, and subordinates by telephone, in written form, email, and in person.
- Ability to interpret information for others, such as translating or explaining what information means and how it can be used.
- Ability to analyze data or information; identifying the underlying principles, reasons, or facts of information by breaking down information or data into separate parts.
- Ability to occasionally travel to meetings and other sites.
- Ability to respond to emergencies promptly.
- Ability to use a personal computer and other office equipment.
- Professional appearance and demeanor.
- Required to know, follow, and enforce safe work practices and be aware of company policies and procedures related to job safety, including safety rules and regulations.
- Dependable transportation, automobile insurance, and a current CA Driver License.

Education and Experience Requirements

- Board Certified/ Eligible MD or Doctor of Osteopathy and Board certified in Adult Psychiatry
- Three (3) to Five (5) years of professional experience required.
- ASD (autism spectrum disorder) specialized child psychiatrists MD/DO is a huge plus.
- Proficient in electronic clinical documentation and scheduling systems.
- Excellent interpersonal and organizational skills.
- Must furnish a valid DEA
- CPR/First Aid certified.
- Bilingual English/Spanish fluency preferred but not required.
- Must provide proof of a valid driver's license and valid auto insurance coverage with at least the minimum state coverage.

Working Conditions

Normal medical office environment with:

- Ability to stand, walk, sit, use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; talk or hear
 - Ability to occasionally lift and/or move up to 25 lbs.
 - Specific vision abilities include the ability to distinguish the nature of an object by using the eye.
 - Ability to handle multiple tasks tactfully, diplomatically, and empathetically.
 - Ability to organize and schedule work effectively.
 - Ability to communicate effectively and tactfully with patients, managers, and other personnel at personal and telephone levels.
 - Ability to pay close attention to detail.
 - Ability to maintain composure under urgency and/or time constraints and meet deadlines.
 - Ability to handle and maintain confidentiality of patient and company information.
 - Must be able to work with minimum to no supervision.
 - Requires a professional, pleasant, and effective representation of the Corporation.
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Acknowledgment of Receipt of the Job Description for the Physician-Adult and Child Psychiatrist Position:

Statement of the Position Holder:

I accept the accountabilities of this position and agree to produce the results, perform the work, and meet the standards outlined in this Position Agreement.

Printed Name: _____

Signature: _____

Date: _____

Statement of the Position Holder's Supervisor:

I agree to provide a working environment, necessary resources, and appropriate training to enable the accomplishment of this position's accountabilities (results, work, standards).

Printed Name: _____

Signature: _____

Date: _____

Copies of Acknowledgment of Receipt: 1) To Employee and 2) Employee's Personnel file