



## JOB DESCRIPTION

**POSITION TITLE:** *Addiction/Substance Abuse - Psychiatrist*

**CLASSIFICATION:** Salary, Exempt

**LOCATION:** Various

**JOB SUMMARY:** The Addiction Psychiatrist will diagnose and treat patients suffering from addiction disorders, including substance abuse, alcoholism, and related mental health conditions. Responsibilities include conducting thorough patient evaluations, developing personalized treatment plans, and providing ongoing psychiatric care. Our ideal candidate deeply understands addiction and recovery and is committed to helping patients rebuild their lives.

**ACCOUNTABLE TO:** Chief Medical Officer

### JOB DUTIES:

Addiction Psychiatrists specialize in the diagnosis, treatment, and prevention of substance abuse and addiction. They work closely with patients to help them overcome dependencies and regain control of their lives.

Their duties and responsibilities include:

1. Evaluating patients' mental and physical health, addictive behaviors, and readiness for treatment
2. Developing personalized treatment plans based on the specific needs of each patient
3. Providing psychotherapy, medication, and other treatments to help patients manage their addiction
4. Monitoring patients' progress and adjusting the treatment plan as necessary
5. Collaborating with other healthcare professionals such as therapists, social workers, and nurses to provide comprehensive care
6. Educating patients and their families about addiction and its impacts on mental and physical health
7. Researching to improve treatments and strategies for addiction management
8. Keeping detailed records of patients' histories, treatments, and progress. Maintain accurate and timely patient records.
9. Staying updated on the latest research and developments in addiction psychiatry
10. Facilitate group or individual therapy sessions as needed.
11. Adhere to ethical and professional standards as relevant governing bodies outline.
12. Explain treatment plans to patients and/or their parents or guardians, relatives, and significant others and provide support throughout the treatment program.
13. Advocate for patients, especially regarding schools and other organizations.

14. Prescribe medication on a conservative basis to treat verifiable mental health diseases and conditions.
15. Serve on committees to promote and maintain community mental health services and delivery systems.
16. Complete reports and appropriate documentation, including billing and medical records, promptly.
17. All duties as assigned.

### **Special Knowledge, Skills, Abilities and Attributes:**

- Strong clinical skills to diagnose and treat individuals suffering from substance abuse and addiction disorders.
- Advanced knowledge of addiction psychiatry, behavioral therapy, and various treatment methodologies to provide effective treatment.
- Ability to work within a team of healthcare professionals to provide comprehensive care to the patient.
- Strong analytical skills to assess the effectiveness of treatment plans and make necessary adjustments.
- High ethical standards and professionalism to maintain patient confidentiality and provide unbiased care.
- Knowledge of current research and developments in addiction psychiatry to incorporate the latest treatment methods into patient care. 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 effectively communicate with supervisors, peers, and subordinates by telephone, in written form, email, and in person.
- Ability to occasionally travel to meetings and other sites.
- Ability to respond to emergencies promptly.
- 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**

- Certification in Addiction Psychiatry
- MD or DO degree and a valid state license to practice medicine.
- California Medical License and ABPN Board certification or eligibility in psychiatry required.
- DEA Certificate required.
- Minimum three (3) years of psychiatric care experience and good standing with the medical board are required.
- Doctorate in Psychiatry or related field required.
- Bilingual (English/Spanish) preferred.

## 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 ability to distinguish the nature of object by using they eye.
- Ability to handle multiple tasks while also being tactful, diplomatic, and empathetic.
- Ability to organize and schedule work effectively.
- Ability to communicate effectively and tactfully with patients, managers and other levels of personnel, in person and on the telephone.
- Ability to pay dose attention to detail.
- Ability to maintain composure under conditions of urgency and/or time constraint, and meet deadlines.
- Ability to handle and maintain patient and company information confidentiality.
- 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 Physician - 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 set forth in this Position Agreement.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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#### ***Statement of the Position Holder's Supervisor:***

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

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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