



JOB DESCRIPTION

*****SENSITIVE*****

Job Title: Psychiatrist
Dept./Division: Health/Behavioral Health Services
Unit: Health/Behavioral Health Services
Job Family/Class: Health Field Providers Series
Supervised By: Director of Behavioral Health
Employee Type: Salary
Pay Grade: Z

NATURE OF WORK:

The Psychiatrist provides psychiatric services for behavioral health programs and shall ensure timely medical decisions, including after-hours availability. Provides consultation to Program Managers to identify level of care criteria, review medical screening information and evaluates the psychotropic drug effectiveness as a part of the patient treatment plan.

ESSENTIAL FUNCTIONS:

- Provide consultation to Program Managers to identify level of care criteria, standards of practice and standards for psychiatric supervision for each program; and to create a system for internal review of level of care determinations and appeals brought forth by members or providers.
- Participate in the development, approval and review of psychiatric policies.
- Ensure all clinical staff receives appropriate in-service training on issues related to psychiatric care.
- Ensure clients receive appropriate evaluation, diagnosis, treatment, medical screening and medical/psychiatric evaluation when appropriate.
- Provide direct psychiatric service for clients at least half time.
- Record all clinical contacts in an electronic charting system in accordance with American Society of Addiction Medicine (ASAM) and Commission on Accreditation of rehabilitation Facilities (CARF) guidelines.
- Enters and maintains clinical information and clinical notes into an electronic charting system, in accordance with the Centered Spirit employee Handbook.
- Participates in the Management Team and Quality Management (QM) Committee and other committees as appropriate to review and identify program service gaps and training needs.
- Provide psychiatric consultation in clinical staff meetings and ensure proper program staffing is maintained for quality psychiatric care.
- Provide Second Level Reviews for clients needing assessments for SMI or SED eligibility.
- Provide ongoing medical chart reviews of nursing documentation.
- Filling out Certificates of Need for inpatient admissions within the timeframe allowed.
- Provides after-hours, emergency consultations to on-call crisis worker as necessary.
- Perform other duties of a similar nature or level as requested by supervisor or director.

ESSENTIAL KNOWLEDGE AND SKILLS:

Knowledge of:

- Best practices in psychiatric care;
- Psychiatric evaluation and medication management for adults, adolescents and children;
- Tribal, state and federal regulations regarding psychiatric and behavioral health care;
- Knowledge of methadone programs or willingness to acquire the necessary training and skills in order to assume full responsibility for medical management of our methadone program;
- Level of Care Determinations;
- Medical records and documentation standards, HIPAA guidelines;
- Yaqui culture, customs, resources and traditions and/or a willingness to learn.

Skills in & Ability to:

- Clinical supervision, consultation, and training;
- Program planning and development;
- The use of Outcome Measures;
- Clearly document medical records in an electronic format;
- Establish and maintain effective working relationships with staff, clients and outside programs;
- Work independently, as well as part of a team;
- Work in a fast-paced work environment;
- Work effectively with colleagues, employees, other agencies and the public;
- Interact with other professionals in the healthcare field;
- Handle multiple tasks and deadlines;
- Prepare statistical reports and analyze outcome and performance measures;
- Problem-solve and research information as needed;
- Develop appropriate training materials for network provider training and development;
- Interact and maintain good working relationships with individuals of varying social and cultural backgrounds;
- Operate a variety of office equipment, including a computer and related software applications;
- Good communication and interpersonal skills as applied to interaction with co-workers, supervisor, management, Council members and the general public. Ability to sufficiently exchange or convey information and receive verbal and written work instructions.

TRAINING AND EXPERIENCE:

Medical Degree and three (3) years of clinical practice and experience in the development and management of utilization review and quality assurance programs; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

LICENSING REQUIREMENTS:

- AZ State Licensed Physician, board-certified Psychiatrist with experience working with adults, adolescents and children;
- Must possess and maintain a valid Arizona Driver's License.

BACKGROUND CHECK:

- Must have a current Level 1 Arizona Clearance Card. Failure to maintain a current Level 1 Clearance Card will result in removal from this position.
- Must provide at least three (3) business related reference letters.

- Must pass a background check and drug test; fingerprinting requirement determined by funding and sensitivity of position.

Applicants and employees may be subject to criminal background and character investigation in accordance with applicable federal laws including, but not limited to: Indian Child Protection and Family Violence Prevention Act (25 U.S.C. Section 3201), Minimum Standards of Character and Suitability for Employment (25 CFR 63), Section 231 of the Crime Control Act (P.L. 101-647), and Child Care Worker Employee Background Checks (42 U.S.C Section 13041).

TRIBAL VEHICLE USE POLICY NOTICE:

This position may require the use of personal, GSA or Tribal vehicle for Tribal business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for Tribal business will be prohibited if the employee is not authorized to drive a Tribal vehicle or if the employee does not have personal insurance coverage. **Failure to maintain a driving record that would allow you to drive Tribal or GSA vehicles may result in removal from this position.**

PHYSICAL REQUIREMENTS:

Positions in this class typically require: finger dexterity, feeling, talking, hearing, seeing and repetitive motions, stooping, kneeling, crouching, reaching, standing and walking.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

This position will require the incumbent to work non-traditional hours, nights and weekends.

This description is intended to be generic in nature. It is not intended to determine specific duties and responsibilities or restrict management's right to assign or reassign, direct the work of employees under their supervision. Essential functions may vary based on the specific tasks assigned to the position.

Review and Approved by:

Department Head and/or Designee

Date

H.R. Manager/Classification & Compensation

Date

Human Resources Director

Date