

Sharon Community Health Center

Psychiatrist Job Description

Position: **Psychiatrist**

Reports to: Executive Director

General Overview of Position Description: A Psychiatrist is a medical doctor who specializes in preventing, diagnosing, and treating mental disorders. Psychiatrists may treat a wide variety of conditions or specialize in certain areas. They see clients with conditions requiring medication on a short-term basis, such as anxiety and panic disorder, and those with long-term needs such as bipolar disorder, and people who have more disabling issues such as schizophrenia.

Psychiatrists spend regular time talking with each client to help individuals understand their problems and learn how to change and manage their behavior. Psychiatrists help their patients explore past experiences and work through old traumas, resentments, and unresolved grief issues. Because the psychiatrist has a medical degree, they can prescribe drugs to treat conditions such as clinical depression, bipolar disease, and many others. They can diagnose and treat problems in children which parents have been struggling with, such as autism or attention-deficit disorder. They will frequently work as part of a multi-disciplinary team composed of the Primary care physician, psychologists, and licensed social workers to provide comprehensive medical and counseling services to patients.

Essential Services

- Contributes pertinent information to develop a plan of treatment
- Records accurately and concisely all pertinent information concerning treatment, care plan and patients response.
- Generates orders for patient care
- Ensure all patient information is correct and updated for the best individualized care plan
- Generates required paperwork for review and completion
- Responds to all phone messages in a timely manner.
- Keeps all patient office, hospital and third party partners information confidential.
- Adheres to the Health Center's HIPPA policies and assist patients with completion of HIPPA forms.
- Reviews chart documents, labs, records releases timely.
- Completes notes and billing accurately and in a timely fashion.
- Various duties as assigned

Leadership

- Effectively make independent decisions in a timely manner based on expertise and scope of responsibility
- Demonstrates effective problem solving and critical thinking skills
- Demonstrates the ability to function productively as a team leader
- Supports Executive Director in achieving the SCHC strategic goals
- Consistently practice service excellence role expectations
- Interacts positively with other office staff and providers
- Consistently adheres to the department policies

- Resilient to changing organizational needs and has the ability to create positive team movement

Performance Improvement

- Participates in the quality efforts and HIPPA standards
- Supports staff participation in SCHC quality and education efforts
- Consistently seeks opportunities for improvement rather than accepting the “status quo”, willingness to learn

Communication

- Gives positive and negative feedback in a timely manner
- Actively listens and uses restatement and reflection to clarify understanding
- Uses Respectful, ethical interdisciplinary communication as a tool for problem solving
- Facilitates peer to peer communication and problem solving
- Catalyst for upward communication
- Effective in High Stress situations with a calm demeanor

Accountability

- Develops Job Descriptions and evaluations
- Assist the Executive Director Performance Improvement Discussions, Hiring and Terminations of Office Staff.
- Assists in developing policies and procedures to guide and support the provision of services.
- Arrives at work and starts duties on time.
- Uses appropriate guidelines when releasing records or information.
- Consistently applies administrative and personnel policies.
- Meets established deadlines.
- Completes required training.
- Accepts responsibility for own behavior and performance.

Customer Service

- Demonstrates a service oriented approach by conveying courtesy, respect, enthusiasm and positive attitude in a work situation.
- Promotes good public relations between area agencies, hospitals, medical offices and insurance companies.
- Works cooperatively with the office staff, providers and management.

Security & Compliance

- Maintains the security and confidentiality of all patient records and SCHC information as written in our Policies and Procedures.
- Maintains the over all security of the facility and ensuring the facility is secure at the end of the day.
- Works closely with maintenance to provide a safe environment for employees and patients.

Minimum Qualifications

- Education requirements entail obtaining a Bachelor of Science degree, then complete four years of medical school. This is followed by a one-year internship, and three years as a psychiatric resident in a hospital setting.
- Each physician will be required to have an active license in the state where they practice.
- The psychiatrist will be responsible for completing any state requirements to keep an active license.
- They will also be responsible for have an up to date DEA license.
- A copy of the physicians CV will be retained in the personnel file.
- Technical Skills: Able to operate a computer, fax machine, printers, scanners, webcam and other office equipment.
- Electronic Medical Records Experience, Centricity Experience preferred
- COVID vaccination required upon hire

- Current CPR certification
- Must have excellent oral and written skills and intermediate computer skills
- Must maintain a valid drivers license or dependable transportation

Physical Demands:

The physical demands are representative of the essential functions of the role. Reasonable accommodations maybe made to enable a individual with disabilities to perform functions. The employee, while fulfilling job duties is required to sit, stand, walk, climb, balance, stoop, kneel, crouch or crawl. The use of ears, eyes, legs, feet, arms, hands and fingers to feel, reach, talk or hear. The employee must be able to lift 25 pounds and on occasion up to 50 pounds, however duties maybe shifted to avoid lifting restrictions.

Failure to comply with standard or failure to report and event that violates legal or compliance requirements may result in disciplinary action, up to and including possible termination, in accordance with SCHC policies.

Work Environment:

The noise level is relatively low. Employees may work near moving parts and maybe exposed to electrical shock risk while working on copier, computer answering the phone. Stress level can be high at times.

The job description is not intended to be an exhausted list of all duties, responsibilities or qualification of the position.

Printed Name: _____ Signature: _____ Date: _____

Witness Printed Name: _____ Signature: _____ Date: _____