



## JOB DESCRIPTION

### Staff Psychiatrist

**Reporting to:** Medical Director

**EEO Category:**

**Created:** 6/20/18

**FLSA Classification:** Medical

**PRO:** Prescriber

**Modified** 6/22/18

#### **POSITION SUMMARY**

**The Staff Psychiatrist will provide clinical services to adults in an outpatient setting (should we add integrated care). This position requires close collaboration with our integrated care team. The Staff Psychiatrist will be expected to participate in team meetings and collaborate with our integrated primary care clinic. This position demands a high level of knowledge of the seriously mentally ill population, psychoeducational teaching skills, safety awareness and the ability to collaborate with other treatment team members. Knowledge and experience in ICD-10, psychotropic medications, crisis & emergency interventions and infection control are needed.**

#### **ESSENTIAL RESPONSIBILITIES**

##### **Clinical Services/Nursing Services (60%)**

- Assess, diagnose and treat psychiatric disorders
- Provide psychiatric evaluation, medical evaluation, supportive psychotherapy and psychoeducation for clients
- Review and update treatment planning services
- Review and approve client treatment plans
- **Conduct (Provide) individual and/or group therapy/counseling services**
- **Hospital screenings?**
- Prescribe medications according to psychiatric diagnosis, symptoms and practice guidelines
- Monitor medications for adverse reactions and side effects
- Provide medication monitoring/management to clients
- Utilize and provide services via telehealth technology, if applicable to position
- Arrange for referral to another treatment domain or agency when needed
- Arrange referrals to external treatment domains or agencies, as needed in conjunction with the care coordinator
- Ensure optimal work relations with referral sources
- Case/program consultation with community agencies
- Maintain active community involvement
- Serve as Aspire's representative to assigned community groups
- Provide psychiatric/medical emergency coverage on a rotational basis with other staff psychiatrists
- **Travel to provide services in a variety of flexible settings within the larger community specifically including Aspire residential facility locations, as needed**
- Coordinate with clients to assess and identify goals for a person-centered treatment plan for services within the multidisciplinary treatment team
- Provide advocacy for clients and families, including attending referral-required meetings (CFTM, court, etc)

##### **Coordination and Communication (15%)**

- Build and maintain caring and trusting relationships with clients and identified family members, as well as a strong working relationship with Aspire staff

- Become knowledgeable regarding community resources and build and maintain a strong referral network of external relationships, which may include DCS, other mental health agencies, health providers, probation and other community agencies
- Collaborate and effectively work within a multidisciplinary team and with all parties involved in working towards the client's identified goals
- Coordinate services with probation and court systems, as indicated
- Communicate effectively with the Utilization Management staff regarding prior authorizations
- Respond appropriately to persons experiencing mental and/or emotional crisis or disorders
- Participate in performance management and coaching; respond appropriately to direction and constructive criticism from management
- Provide ongoing communication and feedback to assigned supervisor regarding position responsibilities

#### **Reporting and Documentation (20%)**

- Responsible for timely, thorough and accurate documentation and billing in the Electronic Health Record (EHR) according to Aspire policies and procedures
- Keep timely, thorough and accurate progress notes, document next steps and update treatment plans accordingly
- Seek and routinely document clinical supervision on all individual cases
- Timely completion and maintenance of case and agency paperwork according to Aspire standards and as required by external agencies (C/ANSA, BPHC, payee, etc), as well as internal unit and organizational reports and documentation
- Timely completion of all required unit and/or organizational reports and/or documentation according to policies and procedures (e.g. PTO requests, expense sheets, training requests, TB documentation, car insurance, etc.)

#### **Professional Development (5%)**

- Complete and maintain compliance with required trainings and education required for the position
- Participate in appropriate team and/or administrative meetings, assigned committees, inservices, and other continuing education/training
- Successfully acquire and maintain ANSA and/or CANS certification(s), per position requirements
- Proactively create and execute a professional development plan to stay current within field
- Maintain CEU/CME expectations for licensure
- Ensure clinical competencies required by Aspire's credentialing/privileging policy

#### **CORE VALUES**

- **People** – Passionately believes in people and embraces diversity
- **Integrity** – Does the right thing even when no one is looking
- **Laughter** – Believes that laughter is truly the best medicine
- **Learning** – Challenges old paradigms with critical thinking, curiosity and creativity
- **Accountability** – Sets an intentional culture of personal responsibility; believes everyone carries the load
- **Relationships** – Serves colleagues and consumers with love, empathy and compassion

#### **POSITION-SPECIFIC COMPETENCIES**

- **Problem-solver** - Critical, creative thinker in solving problems and reaching goals with clients in a patient manner
- **Collaborative** - Works cooperatively with clients and family members (if applicable), as well as outside treatment agencies, to reach goals identified in client treatment plan
- **Detail-oriented** - Exercises discipline in maintenance of accurate documentation practices as related to client records, training and HR records
- **Consistent** – Develops steady and trusting relationships with clients through a dependable, non-judgmental approach to achieving goals
- **Conscientious** – Produces consistent and polished work from established professional disciplines and guidelines; always works to meet high quality standards
- **Organized** – Promptly assists staff, applicants, vendors and/or other business contacts in an organized, efficient, and steady manner; takes pride in maintaining accurate systems

- **Effective communicator** – Use 2-way communication that demonstrates warmth, clarity, and professional consideration for consumer and staff beliefs, values and judgments

## **CRITICAL FUNCTIONAL SKILLS & KNOWLEDGE**

### **Education**

- Medical degree from a college/university accredited by the US Department of Education

### **Experience**

- Minimum one (1) year experience in a mental health, psychiatric or human services setting (**required, highly preferred, preferred**)
- **Approved psychiatry residency**
- **Familiarity with Electronic Health Record (EHR), a plus**

### **Licensure**

- Must be recognized as a Medical Doctor by the State of Indiana
- Must have a current Drug Enforcement Administration (DEA) certificate and State of Indiana Controlled Substance Registration (CSR)
- **Must be Board Certified or Board Eligible in Psychiatry????**

### **Other**

- Ability to meet or exceed metric standards that have been established for this organizational level or position within Aspire
- Strong ability to maintain strict confidentiality and handle highly confidential information with professionalism
- Demonstrate respect for client confidentiality practices
- Must be able to work independently as well as collaboratively within a team setting
- Must have the ability to empathize and be compassionate to client needs
- **Must exhibit an interest and ability to work effectively with severely mentally ill and/or dual diagnosed clients and display a commitment to community-based psychosocial rehabilitation**
- Must be capable of exercising good judgment in crisis situations
- Must be able to demonstrate the effective use of Aspire's Electronic Health Record (EHR)
- Must possess the ability to learn and/or operate relevant computer operating system environments, and the ability to operate a variety of office equipment (fax machine, copier, scanner, computer, telephone system, etc.)
- Must be detail oriented, flexible, have excellent organizational skills and possess strong interpersonal skills
- Ability to work well under pressure in a fast-paced, time sensitive environment with shifting priorities and multiple deadlines
- Show appreciation for and ability to respond to cultural differences, and adjust communication practices accordingly in order to minimize cross-cultural misunderstandings
- Consistent work attendance and compliance with scheduled work hours (excludes approved FMLA absences)
- Must comply with all Aspire policies and procedures, as well as Aspire's Corporate Compliance Program as it applies to individual job duties, the department, and the company
- Exercise due diligence to prevent, detect, and report unlawful and/or unethical conduct by fellow co-workers, professional affiliates and/or agents
- Must have reliable transportation to travel to other sites for coverage, trainings and/or meetings
- Display a positive work ethic

## **PHYSICAL DEMANDS & WORKING CONDITIONS**

The nature of work may generate considerable physical (transporting, assisting clients, etc), mental and visual demands. The physical and working demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Office environment, travel within the community, as needed

- Heavy exposure/use of computers, cell phones office phones, etc.
- Daily, weekly, monthly and annual deadlines
- Ability to communicate effectively by phone or in person
- Specific vision abilities require close vision, distance vision, peripheral vision, depth perception and ability to adjust focus; must also have adequate vision to read correspondence(s), computer screen(s), form(s), etc.
- Frequently required to be physically mobile (stand, walk, reach, use hands and finger, stoop, kneel, crouch or crawl, climb, balance, bend) throughout work hours, and also the ability to sit for prolonged periods throughout work hours
- Manual dexterity sufficient to operate keyboard, copier, telephone, calculator, and the ability to write and/or type
- Ability to regularly lift files, open filing cabinets, climb to reach higher files and lift average-weight objects up to 25 lbs; must be able to occasionally lift and/or move 50 or more pounds
- Must be able to respond appropriately and effectively in crisis situations by using good judgment and following Aspire protocols

**Background Checks**

Employment is contingent on background checks as required by Aspire’s policies which may include: Drug Test, Criminal History, Driving History Record, Sex Offender Registry Search, State Central Registry Check, Employment Verification, Education Verification, and Professional References

**Supervisory Responsibilities**

This position has no supervisory responsibilities

**Work Hazard Category**

Category I - Tasks that involve exposure or potential exposure to blood, body fluids or tissues. Appropriate protective equipment will be readily available to every employee engaged in Category I tasks.

**Employee Statement of Understanding**

I have read and understand the job description for my position. I understand this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required for this job. Employees will be required to follow any other job-related instructions and to perform any other job-related responsibilities requested by their supervisor. Duties, responsibilities and activities may change at any time with or without notice.

I am able to perform all of the essential functions of this position. I agree to comply with the corporate compliance policy and all laws, rules, regulations and standards of conduct relating to my position. As an employee, I will strive to uphold the mission and vision of the organization. I am required to adhere to the values in all my interactions with customers and fellow employees.

As an employee, I understand my duty to report any suspected violations of the law or standards of conduct to my immediate supervisor.

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Employee Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Printed Name