

## **JOB DESCRIPTION**

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<b>POSITION TITLE:</b>	Psychiatrist
<b>LOCATION:</b>	HOPE Clinic - Main
<b>REPORTS TO:</b>	Behavioral Health Director
<b>EDUCATION:</b>	MD or DO Required; completion of a residency program in Psychiatry
<b>WORK EXPERIENCE:</b>	2 years or more experience working in mental health preferred.
<b>SALARY RANGE:</b>	DOE
<b>FLSA STATUS:</b>	Exempt
<b>POSITION TYPE:</b>	Full-Time
<b>LANGUAGE:</b>	Fluent in English; Bilingual in English and Spanish, Arabic, Burmese, Chinese or other languages is preferred.

*HOPE Clinic is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including but not limited to disability, race, creed, color, age, sex, religion, political, national, or social origin, etc.*

### **JOB SUMMARY:**

As a primary care Psychiatrist at a community health center, the Psychiatrist is committed to delivering quality health services to patients who are medically underserved and committed to the Patient-Centered Medical Home (PCMH) initiative. The Psychiatrist is enthusiastic about providing team-based integrated services and is dedicated to innovation directed at improving patient health and staff satisfaction.

### **MAJOR DUTIES & RESPONSIBILITIES:**

- Conducts psychiatric evaluations and follow-up visits to children, adolescents, and adults;
- Prescribe, direct, or administer psychotherapeutic treatment or medications to treat mental, emotional, or behavioral disorders;
- Gather and maintain patient information and records, including social or medical history obtained from patients, relatives, or other professionals;
- Design individualized care plans, using a variety of treatments;
- Writes and maintains progress notes and documents psychiatric visits as outlined in the policy;
- Examines or conducts laboratory or diagnostic tests on patients to provide information on a general physical condition or mental disorders;
- Collaborate with psychotherapists, physicians, psychologists, or other professionals to discuss treatment plans and progress as an integral part of the clinical team;
- Makes appropriate referrals for clients (within or outside of the agency);

- Obtains client records when needed;
- Provide telepsychiatry services.
- Triage patient telephone calls and provide consultation;
- Provide monitoring and continuity of care between patient visits;
- Have a working knowledge of ICD 10, CPT, and HCPCS coding and managed care, and be available for training, as necessary;
- Assist the medical team with urgent patient referrals;
- Supervise residents, and medical students rotating in the department;
- Participates in peer review,
- Participates in interdisciplinary staff meetings when available;
- Attend on-site/off-site community engagement activities and on-site/off-site clinic events/meetings as needed;
- Maintains ongoing communication with school staff and other providers as needed and may provide educational training for Hope Clinic staff;
- Maintains monthly statistics and abides by the agency's Policies and Procedures manual and Mental Health department Policies and Procedures;
- Close all patient's charts within 48 hours;
- Meet the productivity expectations set by the clinic;
- Be flexible to cover other sites;
- Participate in after-hour call rotations;
- Report to the Behavioral Health Director;
- Complete administrative assignments as requested by Medical Director;
- Perform other duties as assigned to support HOPE Clinic's Vision, Mission, and Values.

**EDUCATION and/or EXPERIENCE:**

- MD or Doctor of Osteopathic Medicine;
- Residency program and board-certified in Psychiatry; 2 years fellowship in Child & Adolescent preferred;
- Work experience as a psychiatrist.

**QUALIFICATION REQUIREMENTS:**

- Must possess a current unrestricted license and DEA in the State of Texas;
- Certified in Basic Life Support (BLS), American Heart Association;
- Annual continuing medical education as required by Board specialty;
- In-depth knowledge of various psychotherapeutic methods;
- Excellent communication skills with the ability to explain medical terms and conditions to a non-medical audience;
- Strong observation skills to accurately evaluate patients' demeanor and identify symptoms;
- A great bedside manner and the ability to remain calm, empathetic, and patient while interacting with patients who suffer from severe mental disorders;
- Thoughtful and compassionate.

**TRAVEL REQUIREMENTS:**

- Ability to travel to satellite sites and/or off-site locations for events or training as needed;
- Proof of liability and property damage insurance on the vehicle used is required.

**LANGUAGE SKILLS:**

Ability to read, analyze, and interpret general health and social services guidelines, technical procedures, or governmental regulations. Ability to write reports, health correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups or patients, center staff, and the general public.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply and divide into all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

**REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**OTHER SKILLS and ABILITIES:**

- Bilingual (Vietnamese, Chinese, Arabic, and/or Spanish with English) is preferred.
- Above average skills in language ability as well as public speaking and writing.
- Must have good transportation and a valid Texas Driver's license.

**LEADERSHIP RESPONSIBILITIES:**

No supervisory or direct people management responsibilities. May provide occasional work guidance, technical advice, and training staff.

**WORK COMPLEXITY/INDEPENDENT JUDGEMENT:**

Work tasks are complex, non-routine, non-structured, and guided by established policies and procedures. Independent clinical judgment is required outside of making a basic choice in the selection and application of established methods. The job received frequent, ongoing supervision.

**PROBLEM-SOLVING:**

Decisions are made on matters that can greatly affect HOPE Clinic Patients. Specific job activities and results are typically reviewed closely. There is room for developing new ideas or changes in methods, procedures, or services that are rendered to patients.

**COMMUNICATION/INTERACTIONS:**

Information sharing - gives and receives information such as options, technical direction, instructions, and reporting results. Interactions are mostly with patients, their supervisors, and coworkers in their own and other departments.

**IMPACT OF DECISIONS:**

Follow rules and procedures. Decisions can have minimal or no impact to HOPE Clinic. Errors can be readily detected, usually by the employee, and, if made, would result in minor expense for correction.

**PATIENT RELATIONSHIPS:**

Follow through with patient inquiries, requests, and complaints. Forwards difficult and non-routine inquiries or requests to the appropriate level for resolution.

**AMERICANS WITH DISABILITIES SPECIFICATION:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to stand, sit, talk, hear, stoop, kneel, and use hands and fingers to operate a computer and telephone keyboard reach.
- Specific vision abilities required by this job include close vision requirements due to computer work.
- Light to moderate lifting (up to twenty pounds) is required.
- Ability to uphold the stress of assisting patients of diverse backgrounds.
- Regular, predictable attendance is required.

**WORKING/ENVIRONMENTAL CONDITIONS:**

Work is normally performed in a typical health clinic work environment which may or may not subject the employee to hazardous or unpleasant elements, noise, crowds, confined/restricted but fire hazard approved desk spaces/rooms, and varying temperatures at the clinic. There may be occasional off-site/outdoor assignments with exposure to heat/cold, wet/humid, dry/arid airs, or temperatures.

*HOPE Clinic is a smoke-free and drug-free workplace in compliance with federal guidelines.*

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Signature

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Date

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Full Name - Printed