

Berks Counseling Center – Job Description

Position Title:	PSYCHIATRIST		
Department:	GENERAL PSYCHIATRY – Includes ACT	FLSA Status:	EXEMPT
Accountability:	CLINICAL DIRECTOR – Administrative Supervisor MEDICAL DIRECTOR – Clinical Supervision	Status:	FULL-TIME
Primary Location:	BCC	Creation Date/Revision Date:	OCT 2017/JULY 2018

General Summary

The Psychiatrist participates as an active member of the multidisciplinary treatment team. Provides psychiatric and medical assessment and medication monitoring services. Must work collaboratively with the medical staff to ensure that comprehensive psychiatric and medical treatment goals for each client are addressed.

Minimum Qualifications

M.D. or D.O. Degree. Board certified in Psychiatry. Must have and maintain a current PA State Physician License. Must have and maintain a current Controlled Substances Registration Certificate from the U.S. Drug Enforcement Administration.

To perform this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made.

Knowledge, Skills, and Abilities

- Knowledge of principals, methodologies and procedures for diagnosis, treatment, and rehabilitation of physical and mental dysfunction.
 - Knowledge of BCC services, policies, and procedures.
 - Knowledge of Microsoft Office and Microsoft Outlook.
 - Knowledge of Electronic Health Records
 - Skill in providing thorough and accurate documentation.
 - Skill in analyzing information to determine best treatment plan for clients.
 - Skill in supporting the health care and wellness needs of low income, high risk populations.
 - Skill in managing competing priorities.
 - Skill in problem solving and conflict resolution including identification of the problem or conflict.
 - Skill in oral and written communication.
 - Ability to work collaboratively as part of a multi-disciplinary team in meeting the integrated physical and behavioral health and wellness needs of the persons served.
 - Ability to provide culturally competent care to diverse populations.
 - Ability to demonstrate a commitment to the provision of compassionate, patient-centered care supportive of the patient's own goals and motivated toward positive health outcomes.
 - Ability to communicate professionally with coworkers, clients and vendors.
 - Ability to organize daily activities of self and others and to work as a team player.
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Essential Job Functions

1. Evaluates patients through comprehensive psychiatric assessments involving observing behaviors; reviewing medical history and related documents; selecting, administering, and interpreting psychological tests; ordering laboratory tests and evaluating results.
2. Develops treatment plans by determining nature and extent of cognitive, emotional, developmental, social, and behavioral disorders.
3. Treats patients by utilizing psychotherapeutic methods and medications; discussing progress toward goals with patients; providing instructions; monitoring effect of medications; supervising staff provision of services.
4. Maintains interdisciplinary treatment by reviewing treatment plans and progress; consulting and collaborating with primary care physicians, mental health therapists, nurses, and other health care providers.
5. Assures quality and safe service for patients and staff by enforcing policies, procedures, standards, rules, and legal regulations; participating in utilization reviews; remaining available for emergency consultations.
6. Improves staff competence by providing training and discussions regarding the interrelationship between psychosocial and physiological problems, psychotropic medications, crisis intervention, and related issues.
7. Provides on call crisis intervention services by phone and in the community.
8. Maintains historical records (notes, summaries and reports) by documenting symptoms, medications, and treatment events. Records are maintained electronically via BCC’s electronic health records system.
9. Updates job knowledge by participating in continuing medical educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
10. Enhances department and organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.

Physical Requirements

- SEEING: Must be able to see well enough to read reports and use computer.
- HEARING: Must be able to hear well enough to communicate to clients, vendors and coworkers.
- MOBILITY: Must have mobility to move about the agency. Must have mobility to move about the community.
- LIFTING/PULLING/PUSHING: Must be able to lift up to 25 pounds.
- OTHER: Must be able to write, type and use technology.

Note: The statements herein are intended to describe the general nature and level of work being performed, but are not to be seen as a complete list of responsibilities, duties, and skills required of personnel so classified. Also, they do not establish a contract for employment and are subject to change at the discretion of Berks Counseling Center. Berks Counseling Center is an equal opportunity employer.

PSYCHIATRIST – Signature / Date

MEDICAL DIRECTOR – Signature / Date

PRINTED NAME

PRINTED NAME