

ASSOCIATE DIRECTOR OF DIVISION (PSYCHIATRY)

DISTINGUISHING FEATURES OF THE CLASS: Under general direction, an incumbent in this class directs and performs psychiatric services. The incumbent shares responsibility for the operation and administration of one of four branches of the psychiatric service - Admitting Office and Out-Patient Services, Training, Research and Education, Adult Program and Child Psychiatry. Supervision is exercised over a number of professional, technical and clerical employees and students. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Directs and supervises psychiatric services at Westchester Medical Center;

Assists in the coordination of the diagnostic, treatment and children's services;

Supervises the adolescent, geriatric, day-and-night treatment and emergency psychiatric services;

Participates in multi-discipline and psychiatric staff conferences;

Provides services to patient referred to by courts and correctional facilities;

Assists in the organization, direction and coordination of the work of the voluntary psychiatric staff;

Helps train residents, nurses, student social workers and psychological interns;

Plans individual and group therapy programs;

Assumes responsibility for certification of mental defectives and epileptics;

Assists in the preparation of the annual budget and other reports of the Division;

Access protected health information (PHI) in accordance with departmental assignments and guidelines defining levels of access (i.e. incidental vs. extensive);

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of both major and minor personality deviations; thorough knowledge of the methods used in handling patients in a clinical setting; some knowledge of current practices in community psychiatry; good knowledge of the fields of neurology and biochemistry in their relation to psychiatry; ability to perform psychotherapy; ability to work cooperatively with allied professional disciplines; ability to supervise and instruct other staff members; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; understand, and communicate in English sufficiently to perform the essential duties of the position; accuracy; reliability; resourcefulness; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from an approved medical school* and completion of an approved three year residency in psychiatry and one year experience in psychiatric practice.

SPECIAL REQUIREMENT: License to practice medicine in New York State or eligible for such licensure and certified or eligible for certification as a psychiatrist by the American Board of Psychiatry.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level in the minimum qualifications will be considered in evaluating experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.