

DIRECTOR OF DIVISION (PSYCHIATRY)

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of a higher medical authority, an incumbent of this class is responsible for directing, planning, developing, and coordinating psychiatric services on an out-patient and/or in-patient basis. Supervision may be exercised through subordinates over a number of staff psychiatrists, psychologists, social workers and auxiliary personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Directs the professional care of the patient population in accordance with NYS regulations;

Supervises and participates in the diagnosis and treatment of patients within area of responsibility to ensure quality of service to all patients;

Recommends new services and facilities seen desirable or necessary in the realization of program goals and objectives;

Plans, supervises and conducts research projects to keep abreast of new developments in the field and recommend new programs;

Insures implementation and compliance to regulatory requirements related to patient services;

Selects, evaluates, and recommends personnel actions for professional employees;

Formulates and implements in-service training programs for staff;

Acts as psychiatric consultant to other divisions of the Hospital or other County Departments, such as Public Health, Social Services, and Probation;

Represents the program before professional, governmental, community boards and groups as required;

Makes periodic, comprehensive reports of activities within area of responsibility;

Participates in the development of the annual budget to insure adequate resources in support of program objectives;

Provides emergency consultation for new patients or patients in crisis and psychiatric consultation for the courts;

Provides pharmacotherapy for patients seen in psychotherapy by non-medical clinicians;

Acts as liaison with the New York State Department of Mental Hygiene and Department of Health;

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

EXAMPLES OF WORK (Cont'd)

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

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Comprehensive professional knowledge of the practice of psychiatry; thorough knowledge of current psychiatric treatment and trends; thorough knowledge of current practices in community psychiatry; ability to do psychotherapy, including that applicable to the behavior problems of children; ability to work cooperatively with allied professional groups; ability to supervise and instruct other staff members; ability to develop good community relations; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a license to practice medicine in NYS, either board eligible or board certified by the American Board of Psychiatry and Neurology in psychiatry, and three years experience in a clinical setting that utilizes the integrated services of psychiatrists, psychiatric social workers, and clinical psychologists, at least two years of which included supervisory experience.

NOTE: Only experience gained after attaining medical licensure (in any state) and Board Certification will be considered in evaluating experience.

NOTE: Candidates must provide a copy of the letter admitting them to the proximate exam as proof of Board eligibility in the appropriate medical specialty.