



American Indian Health and Family Services Of Southeastern Michigan, Inc.

Minobinmaadziwin "A Good Life"

Job Description

Job Title: Psychiatrist
Department: Medical
Reports To: Medical Director
Supervisory Responsibilities: None
Employment Category: Regular, part-time
FLSA Status: Non-Exempt
Salary Level: Based on skills/experience

Position Summary: Diagnose, treat, and help prevent disorders of the mind. Diagnoses and treats patients with mental, emotional, and behavioral disorders: Organizes data concerning patient's family, medical history, and onset of symptoms obtained from patient, relatives, and other sources, such as nurse and social worker. Examines patient to determine general physical condition, following standard medical procedures. Orders laboratory and other special diagnostic tests and evaluates data obtained. Determines nature and extent of mental disorder, and formulates treatment program. Treats or directs treatment of patient, utilizing variety of psychotherapeutic methods and medications.

Required Duties and Responsibilities:

A. Administrative

1. Develop/maintain behavioral health clinical protocols as requested.
2. Assistance with quality improvement activities that include but are not limited to: peer review, outcomes monitoring, and performing improvement activities.
3. Development of educational programs for DCHC providers, patients, and staff as requested.

B. Clinical Activities

1. Provide psychiatric screening/testing, diagnosis, psychotropic medication intervention and adjustment; outpatient behavioral therapy and counseling, and referral services.
2. Performance of outpatient (required) and in-patient psychiatric consultation services (as needed).
3. Coordination with the Medical Director as it relates to the General patient population served for psychiatric care.
4. Analyze and evaluate patient data and test findings to diagnose nature and extent of mental disorder.
5. Prescribe, direct, and administer psychotherapeutic treatments or medications to treat mental, emotional, or behavioral disorders.
6. Collaborate with physicians, psychologists, social workers, psychiatric nurses, or other professionals to discuss treatment plans and progress.
7. Counsel outpatients and other patients during office visits.
8. Design individualized care plans, using a variety of treatments.

9. Examine or conduct laboratory or diagnostic tests on patient to provide information on general physical condition and mental disorder.
10. Review and evaluate treatment procedures and outcomes of other psychiatrists and medical professionals

C. Documentation:

1. Maintenance of an appropriate and legible medical record of all patient care activity.
2. Performing paperwork or other documentation related to the provision of healthcare services to AIHFS clients.

D. Other

1. Achieve a minimum productivity of minimum required encounters per year, and attend physician meetings and various
2. Other duties as assigned.

Education/Experience: Doctor of Medicine degree from an ACGME accredited Medical College. Board certified or board eligible in required specialty. Unrestricted license as a Psychiatrist in the State of Michigan. Two years of experience preferred.

Required Qualifications:

- Must be self-directed.
- Understands and operates comfortably within the primary care culture.
- Must be able to maintain confidentiality, handle crises and tolerate stress professionally.
- Ability to maintain a flexible work schedule, including evenings, weekends and overnight or extended travel as necessary.
- Ability to promote an alcohol, tobacco and drug-free work environment.
- Ability to apply proficient understanding to carry out instructions furnished in written, oral or diagram form.
- Ability to effectively present information in one-on-one and small group situations to customers, clients and other employees of the organization.
- Can change gears quickly and provide unscheduled services, when necessary.
- Has knowledge and experience using assessment tools.
- Understands the relationship between medical and psychological systems.
- Has a basic knowledge of psychotropic medications, uses, functions, and medication interactions.
- Exemplifies excellent customer service with patients, visitors, and other employees; shows courtesy, friendliness, helpfulness, and respect.
- Consistently demonstrates respect for the capabilities, different cultures and/or personalities of internal and external customers.
- Relates well, and works collaboratively with all levels of staff in a professional manner.
- Consistently alters plans/routines when situations require and continues to perform without projecting stress/frustration that would adversely affect the work environment.
- Takes the initiative to proactively assist others without direct supervision and to resolve problems with other departments and co-workers.

Preferred Requirements: Direct service experience with underserved populations preferred. Familiarity and/or experience working with the Native American community at a local level; respect for and knowledge of traditional, cultural and spiritual practices of a diverse Native American community, as well as an ability to work with other racially, culturally and ethnically diverse populations, including Native American families of varying socioeconomic levels and with children, youth, or adults exposed to trauma, including sexual or physical abuse.

Work Environment/Physical Demands: The characteristics and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand, walk, sit and use hands to finger, handle, or feel. The employee is often required to stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 25 pounds and frequently lift and/or move up to 50 pounds. The employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Acknowledgement of Receipt

I acknowledge that this job description is neither a contract of employment nor a legal document. I have received the job description, and I understand that it is my responsibility to read and comply with the duties contained in this description and any revisions made to it.

EMPLOYEE'S NAME (printed): _____

EMPLOYEE'S SIGNATURE: _____ **DATE:** _____

SUPERVISOR'S SIGNATURE: _____ **DATE:** _____

EXECUTIVE DIRECTOR: _____ **DATE:** _____

ENTERED INTO PERSONNEL FILE BY: _____ **DATE:** _____

Revised: AT December 2015