



Staff Psychiatrist #05162

City of Virginia Beach – Job Description

Date of Last Revision: 02-25-2014

FLSA Status: Exempt

Pay Plan: Defined

Grade: N/A

City of Virginia Beach Organizational Mission & Values

The City of Virginia Beach exists to enhance the economic, educational, social and physical quality of the community and provide sustainable municipal services which are valued by its citizens. The City of Virginia Beach organization is based upon a belief in the democratic process of government. This belief provides meaningful ways for citizens, reflecting the diversity of our City, to contribute to the development of public policy. This process is enhanced by organizational values which guide member performance within the Virginia Beach Quality Service System. These Values define our desired organizational culture. We value quality customer service; teamwork; leadership and learning; integrity; commitment; and inclusion and diversity.

Class Summary

Provide psychiatric services to children, adolescents, and families in a community mental health services system under the direction of the psychiatric medical director; and diagnose and treat a variety of mental illnesses and developmental disabilities.

Representative Work Functions and Responsibilities

Examine, diagnose and direct patient care; and provide services to a diverse population in a wide variety of settings.

Review patient records and files to determine progress, effectiveness, and/or appropriateness of treatment services offered; determine and recommend type of psychiatric and general medical treatment needed; and review progress of patients; prescribe changes in treatment when indicated.

Participate in staff conferences and clinics.

Approve Clinic Option Services for clients with Medicaid; and complete all paperwork accurately and in required time frames to insure timely billing.

Document care provided in psychiatric/medical records.

Provide psychiatric services to help enhance the quality of patient's life; and provide treatments which allow patients to function outside of a hospital environment.

Provide clinical consultation to psychiatric staff in mental health programs on unusual, complex, or serious problems and in cases where technical expertise is needed; consult with the Director and staff on correctional psychiatric matters; consult with staff of programs supported by the State concerning psychiatric problems; and develop consultative-collaboration efforts with consults as necessary, with supervisory psychiatrist on unusual, complex, or serious cases, or present such cases to a clinical conference for advice or decision.

Perform other job duties requiring skills, knowledge and physical requirements as demanded by those duties described or less. Individual assignments will be determined by the supervisor based on then current workloads and department needs.

Performance Standards

Perform various clinical psychiatric duties and maintain thorough and complete documentation regarding the target behavior and diagnosis for which medications are being prescribed, as well as the anticipated effect and notations regarding client's progress; provide consultations/reviews of patients on an emergency basis and provide recommendations of resolution of the crisis; recommend admission to a psychiatric facility; complete any task within the professional realm of psychiatry when mutually agreed upon with the Executive Director or designee; be available by phone for after hours consultation, as needed; maintain and complete documentation of services provided within allotted time frames and according to quality assurance standards; comply with all agency, state, and federal guidelines regarding the prescription/administration/review of psychotropic medications; and successfully collaborate as part of a multidisciplinary team.

Minimum Qualifications

Licensed as a Psychiatrist in the State of Virginia, possession of a Drug Enforcement Association (DEA) Certificate with no restrictions on prescribing controlled substances.

Eligibility for Medicare, Medicaid, and other third party reimbursement.

Must have, or obtain, a current and valid Virginia or North Carolina driver's license in accordance with Virginia or North Carolina DMV driver's license eligibility requirements.

Preferred Qualifications

Experience treating individuals with a wide range of diagnoses including but not limited to SMI and Dually Diagnosed populations, and emergency situations; experience with ASAM Placement Criteria; knowledge of recovery-based services and principles; knowledgeable regarding evidence based practices.

Special Requirements

All employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies.

May be required to drive to off-site meetings.

Knowledge-Skills-Abilities Required to Perform Satisfactorily

A. Knowledge

1. Knowledge of human behavior and complex behavioral problems.
2. Knowledge of principles and methods of psychiatry
3. Knowledge of human growth and development
4. Knowledge of wellness model
5. Knowledge of advanced pharmacology, and psychotropic medication.
6. Knowledge of mental illness, substance abuse and co-occurring disorders.
7. Knowledge of consultation and education theory and techniques
8. Knowledge of DSM-IV criteria
9. Knowledge of applicable Federal, State, and Local laws.
10. Knowledge of medication side effects.
11. Knowledge of drug interactions.

B. Skills

1. Skill in psychiatric diagnosing, crisis intervention techniques, and treatment of psychiatric/mental health and substance use disorders.
2. Skill in psychiatric interview process and psychotherapeutic techniques.
3. Skill in prescribing psychotropic medications.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

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4. Skill in treatment planning.
5. Skill in administering injectable medication.
6. Skill in training subordinate staff.
7. Skill in interpreting laboratory tests.
8. Skill in conveying clear and concise communication both oral and in writing.
9. Skill in the operation of a computer and use of appropriate computer software.

C. Abilities

1. Ability to direct the work of others.
2. Ability to handle stress.
3. Ability to stabilize crisis situations.
4. Ability to follow complex oral and written communication.
5. Ability to communicate effectively both orally and in writing.
6. Ability to relate effectively with patients.
7. Ability to maintain effective working relationships with staff, students, volunteers, medical and clinical professionals in the community.
8. Ability to initiate professional referrals.
9. Ability to interpret laboratory analyses and x-rays.
10. Ability to prepare and supervise the preparation of case histories and the keeping of health care records according to QA standards.
11. Ability to differentially diagnose mental health, substance abuse, and medical disorders.
12. Ability to be a resource person in the community.
13. Ability to work with a multi-disciplinary team for the coordination of client care.

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