



## **JOB OPENING: Medical Director**

**We are seeking a Medical Director to become a part of our team as a part-time contributor!**

The ideal candidate is a Board Certified Psychiatrist, who will be responsible for the quality of medical and psychiatric care. The Medical Director will also perform all duties regarding day-to-day medical operations of the organization. This shall include assessments/evaluation, medication management, coordination of treatment planning, chart reviews, program outcomes monitoring, and program development. In addition, be responsible for providing diagnosis, treatment planning, and treatment of patients.

### **ESSENTIALS DUTIES AND RESPONSIBILITIES:**

- Prescribe, direct, or administer psychotherapeutic treatments or medications to treat mental, emotional, or behavioral disorders.
- Analyze and evaluate patient data or test findings to diagnose nature or extent of mental disorder.
- Collaborate with physicians, psychologists, social workers, psychiatric nurses, or other professionals to discuss treatment plans and progress.
- Design individualized care plans, using a variety of treatments.
- Gather and maintain patient information and records, including social or medical history obtained from patients, relatives, or other professionals.
- Counsel outpatients or other patients during office visits.
- Examine or conduct laboratory or diagnostic tests on patients to provide information on the general physical condition or mental disorder.
- Advise or inform guardians, relatives, or significant others of patients' conditions or treatment.
- Teach continuing education classes, attend conferences or seminars, or conduct research and publish findings to increase understanding of mental, emotional, or behavioral states or disorders.
- Review and evaluate treatment procedures and outcomes of other psychiatrists or medical professionals.
- Prepare and submit case reports or summaries to government or mental health agencies.
- Coordinate with the management team in the training of staff on matters of psychopharmacology and assessment and diagnosis.
- Review and aid in the development of training materials for staff.
- Act as a liaison between the organization and its licensing agency.
- Review of services plans.
- Coordinate with the management team on discharge protocols and recommendations.
- Monitor program outcome measures to ensure positive results.
- Any other duties necessary for the continued function and operation of the organization.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Demonstrated ability to examine, evaluate, diagnose and treat psychiatric and mental illnesses. Demonstrated ability to communicate effectively, both verbally and in writing.
- Demonstrated ability to work with multidisciplinary treatment teams ensuring development, planning, implementation and evaluation of treatment.
- Skilled in the use of technology, software, and resources to assist and aid in the course of daily medical responsibilities.
- Skilled in documenting medical records and articulating and interacting with patients and others regarding clinical/administrative concerns or issues.

### **QUALIFICATIONS AND REQUIREMENTS:**

- Experience in an in/outpatient community setting working intensively with patients with serious mental illness;
- Multidisciplinary team experience;
- Experience with adult mental health treatment and/or work with adults with intellectual and developmental disabilities;
- Must be able to become credentialed with Medicare and Medicaid and other payers as necessary.

### **EDUCATION AND EXPERIENCE:**

- Medical degree from an Accredited Medical Institution;
- Board certification in Child and Adolescent Psychiatry;
- Board certified in General Psychiatry;
- Current medical license for state of residence and work;
- Clinical and Private Practice expertise preferred.

Resumes may be forwarded to [HR@familymattersdc.org](mailto:HR@familymattersdc.org)