

Job Description Psychiatric Consultant



JOB TITLE: Psychiatric Consultant
DEPARTMENT: Counseling Services
SUPERVISED BY: Counseling Services Program Manager
SUPERVISES: N/A
STATUS: 15-20 hrs/week
FLSA: Exempt – will also consider those interested in a Contract vs. employment
WORK SCHEDULE: Monday to Friday, 9-6pm

Position Summary: The Psychiatric Consultant consults with the primary care providers and Mental Health Therapists regarding patient diagnoses and treatment plans, including medication management. S/he provides direct patient service for initial assessment and diagnosis, as well as treatment recommendations and medication management. All referrals to the Psychiatric Consultant come through the Behavioral Health Counselors.

Essential Responsibilities

1. Provide quality psychiatric assessment services for all patients referred by ASC Mental Health Therapists (MHT) in a timely manner
2. Provide chart review consultation as requested by ASC Mental Health Therapists (MHT) or ASC Mental Health Therapists (MHT)
3. Meet or confer on a scheduled basis and/or as needed with the patient's primary care providers and behavioral health staff to consult and advice regarding management for patient's psychiatric issues
4. Complete all chart notes in ASC's EHR within 24 hours for each visit
5. Accurately complete all EM coding each day
6. Work with Counseling Program Manager to maintain efficient and productive daily schedule, with a goal of providing a minimum of 55% of direct/FF services. (the time 1 initial eval and 4 follow up visits in each 8 hour shift)
7. Time response to all EHR questions and communication from colleagues
8. Meet at least two times each year with ASC Mental Health Therapists (MHT) to provide formal education on managing specific diagnoses and/or medication updates
9. Maintain confidentiality of records in accordance with HIPAA and other federal, state, and county guidelines.

Knowledge, Skills and Abilities

1. Knowledge and understanding of mental health problems, substance abuse and chronic illness
2. Knowledge of medical terminology and clinical procedures; medical record-keeping procedures
3. Knowledge of and skill in the use of personal computers with the ability to learn and use software program
4. Ability to communicate effectively with physicians and mental health counselors regarding patient treatment issues
5. Ability to communicate effectively and respectfully with people of varied racial, educational and socio-economic backgrounds as well as individuals with disabilities and contagious diseases
6. Ability to handle highly confidential and sensitive patient information
7. Ability to meet and comply with HIPAA/Confidentiality policies and procedures
8. Ability to demonstrate predictable, reliable and timely attendance.

Education and Experience:

- MD degree and Board-certified or Board eligible in psychiatry, OR Master of Nursing in Psychiatry, OR Psychiatric Mental Health Nurse Practitioner or equivalent mid-level degree; Required
- Minimum 3 years of direct patient practice in related field; Required
- Experience consulting for primary care providers; Preferred

WORKING CONDITIONS

- Position may require working a schedule which includes some evenings: Preferred
- Position may carry minimal risk of exposure to infectious agents, including HIV, Hepatitis and TB
- Able to sit for long periods, to bending, stooping, and/or to frequent walking.
- Able to lift up to 15 pounds

DISCLAIMER

This job description indicates in general terms, the type and level of work performed as well as the typical responsibilities of employees in this classification. The duties described are not to be interpreted as being all-inclusive to any specific employee. Management reserves the rights to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Nothing in this position description changes the at-will employment relationship existing between Atlantic Street Center and its employees.

How to apply

Qualified individuals should submit a resume and cover letter clearly stating how you meet or exceed the required qualifications. Also, please mention in your letter or email how you heard about the position.

Please indicate in your email or fax subject line:

"ARNP"

Submit materials by email or fax to:

ATTN:
Human Resources
Atlantic Street Center
Fax: (206) 329-2171
jobs@atlanticstreet.org