



NOVEMBER 2019
FLSA: EXEMPT
Bargaining Unit: MA
JCN: 0221

PA # 7/PMD.1-2

County of El Dorado
June 1990

MENTAL HEALTH MEDICAL DIRECTOR

DEFINITION

Under direction, ~~provides management plans, implements, coordinates, and review for~~ evaluates the medical component of County ~~mental health Behavioral Health~~ programs and services; develops medical protocols and ~~medical~~ standards of care for services provided through the ~~Mental Health Department~~ Health and Human Services Agency (HHS); provides complex staff support in the areas of expertise; and performs related duties as assigned.

DISTINGUISHING SUPERVISION RECEIVED AND EXERCISED

Receives direction from an assigned Assistant Director of Health and Human Services Agency. Provides functional and technical direction and training to lower-level staff.

CLASS CHARACTERISTICS

~~This class is~~ This is an advanced specialized Medical Director management classification. Incumbents are responsible for ~~planning, organizing, reviewing, and evaluating comprehensive complex Behavioral Health~~ medical matters, ~~providing~~ supervision and consultative direction for patient care provided in County ~~Mental Behavioral Health in inpatient and out-patient~~ outpatient facilities. ~~In addition, the incumbent evaluates and interprets medical information and findings relevant to a variety of mental health programs and services, plus, and~~ may also provide direct patient care. ~~The duties may vary widely, depending upon the scope and nature of assigned projects and programs. Incumbents have considerable latitude for the exercise of independent judgment and decision-making when handling complex and sensitive matters and providing advice and counsel to HHS management.~~

EXAMPLES OF ~~This class is distinguished from Director of Mental Health in that the latter has overall management responsibility~~ TYPICAL JOB FUNCTIONS (Illustrative Only)

- ~~Assists with planning, assigning, supervising, and evaluating the work of management, supervisory, professional, paraprofessional, technical, and administrative support staff in Behavioral Health.~~
- ~~Oversees the medical component of the County's Behavioral Health services; serves as a subject matter expert and advises HHS management and others on medical issues and matters associated with behavioral health; provides medical direction and support for the Mental County's Behavioral Health Department's programs and services.~~

Develops

EXAMPLES OF DUTIES (Illustrative Only)

- ~~Directs the development and implementation of~~ implements goals, objectives, policies, and procedures related to medical management of County ~~Mental Behavioral Health~~ programs and services—, pursuant to legal and regulatory requirements and industry best practices; ~~provides training to Behavioral Health staff in inpatient and outpatient facilities.~~

- ~~Is designated~~ Serves in the County's capacity as the County's Chief Psychiatrist; supervises medical ~~provides functional and technical direction for the provision and delivery of psychiatric staff and acts as a medical consultant; provides technical direction of professional, technical and other support staff services.~~
- ~~Acts~~ Serves as the Clinical Director for the County's County's Psychiatric Health Facility; pre- ~~pare~~ performs daily clinical rounds to assess patients; prepares admission and discharge evaluations; conducts daily clinical rounds.
- ~~Works in collaboration with an~~ Ensures that individual patient care is provided in accordance with court and law enforcement mandates.
- Provides testimony in the capacity of an expert psychiatric witness in court hearings, including for extensions of involuntary detention, conservatorships, and mental competency hearings.
- Prepares and maintains detailed documentation of patient evaluations, prognoses, progress, and treatment, as well as a variety of other records, reports, correspondence, and written documentation.
- Serves as a psychiatric liaison to local medical hospitals and other medical community agencies and facilities.
- Collaborates with interdisciplinary treatment team teams to develop patient treatment plans and to conduct discharge planning. ~~—~~
- ~~Ensures that patient cases are handled in conformance with court and law enforcement regulations and applicable laws and regulations affecting mental health patients; provides advocacy for patients. —~~
- ~~Acts as an expert psychiatric witness in court hearings, including testifying for extensions of involuntary detention at the Psychiatric Health Facility, conservatorships, mental competency and similar hearings. —~~
- ~~Provides in-service training for both in- and out-patient mental health staff. —~~
- ~~Provides medical direction and support for County mental health programs including day treatment, continuing care, case placement management; acts in consultation with the courts and Probation Department, adult jail and juvenile hall; acts as psychiatric liaison to local medical community and hospitals. —~~
- ~~Prepares detailed documentation of patient evaluations, prognosis, progress and treatment.~~
- ~~Attendance and punctuality that is observant of scheduled hours on a regular basis.~~
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of leadership.
- Federal, state, and local laws, codes, rules, and regulations pertinent to the assigned area of responsibility.
- ⊕ Principles and practices of psychiatric medicine, including prognostication and treatment of psychiatric disorders.
- ~~⊖ Principles and techniques of patient counseling and staff in-service training.~~
- ~~⊖ Principles and techniques of narcotic and other drug administration and their effects.~~
- ⊕ Principles and practices of preventive psychology in the context of the ~~socio-economic~~socioeconomic, emotional, and physical environment.
- Community medical and social agencies and resources.
- ~~⊖ Administrative principles and practices and procedures, including work organization and planning and employee supervision.~~
- ⊕ Principles of budgetary administration fiscal control.
- ~~⊕ Community medical and social agencies and resources.~~

Skill in:

- ~~Conducting~~Principles, methods, and techniques of effective research.
- Principles and methods of recordkeeping and report preparation.
- Principles, practices, and methods of effective public relations.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards related to the administration of medical services in a behavioral health system.
- Develop, implement, and follow up on treatment plans.
- ⊕ Conduct medical and psychiatric assessments of patients.
- ~~⊖ Developing, implementing and following up on treatment plans.~~
- ⊕ Making~~Make~~ appropriate referrals or recommendations for hospitalization.
- ⊕ Supervising~~Supervise~~ and/or performing~~perform~~ patient diagnosis, treatment, examinations, tests, specified laboratory procedures, and administering~~administration of~~ medications.

- ~~Applying~~ Apply teaching principles, and ~~providing~~ provide patient and staff education, counseling, and consultation.
- ~~Preparing and maintaining detailed and accurate documentation and records of patient treatment and progress.~~
- ~~Exercising~~ Conduct complex research projects, make sound recommendations, and prepare effective technical reports.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to the assigned area of responsibility.
- Prepare clear and complete reports and other written correspondence.
- Effectively enforce laws, rules, and regulations in a professional, courteous manner.
- Effectively represent the HHSA and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within established general policy, procedural, and legal guidelines.
- ~~Establishing and maintaining~~ Establish, maintain, and foster positive and effective working relationships with in- and out-patient staff, patients, families and community medical and social service agencies.

Other Requirements:

those contacted in the course of work

- ~~Must possess a valid driver's license. Must possess a valid license to practice medicine in the State of California and certification as a Psychiatrist issued by the American Board of Psychiatry and Neurology.~~

Education and Experience:

Equivalent to graduation from an American Medical Association certified medical school in good standing, and successful completion of an approved psychiatric or neuropsychiatric residency, plus two years of experience administering supervising or providing direct medical care in a mental health setting, preferably a public agency.;

AND

Two (2) years of responsible experience administering or supervising direct medical care in a behavioral health setting, preferably in a public agency.

Licenses and Certifications:

- Possession of, or ability to obtain and maintain, a valid California or Nevada Driver's License and a satisfactory driving record.
- Possession of a valid license to practice medicine issued by the Medical Board of California.
- Possession of valid certification as a Psychiatrist issued by the American Board of Psychiatry and Neurology.

PHYSICAL DEMANDS

Must possess **NOTE:** ~~The above qualifications are a typically accepted way of obtaining the required knowledge and skills.~~ mobility to work in a standard office setting and use standard office and medical equipment, including a computer; vision to assess emergency situations, including medical incidents and to read printed material and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. Depending on assignment, standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office and medical equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 40 pounds. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Employees primarily work in an office environment with moderate noise levels and controlled temperatures, and may occasionally work outdoors and be exposed to loud noise levels and cold and/or hot temperatures. Incumbents may be exposed to blood and body fluids in the performance of their assigned duties. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Incumbents may be required to work evenings, weekends, and on-call hours.