



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

MENTAL HEALTH MEDICAL DIRECTOR

DEFINITION

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

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 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 Behavioral Health inpatient and outpatient facilities, 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 HHSa management.

EXAMPLES OF 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 HHSa management and others on medical issues and matters associated with behavioral health; provides medical direction and support for the County's Behavioral Health programs.
- Develops and implements goals, objectives, policies, and procedures related to medical management of County 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.
- Serves in the capacity as the County's Chief Psychiatrist; provides functional and technical direction for the provision and delivery of psychiatric services.
- Serves as the Clinical Director for the County's Psychiatric Health Facility; performs daily clinical rounds to assess patients; prepares admission and discharge evaluations.
- 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 teams to develop patient treatment plans and to conduct discharge planning.
- Performs 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 practices of preventive psychology in the context of the socioeconomic, emotional, and physical environment.
- Community medical and social agencies and resources.
- Principles of budgetary administration fiscal control.
- 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.
- Make appropriate referrals or recommendations for hospitalization.
- Supervise and/or perform patient diagnosis, treatment, examinations, tests, specified laboratory procedures, and administration of medications.
- Apply teaching principles, and provide patient and staff education, counseling, and consultation.
- 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 general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Equivalent to graduation from an American Medical Association certified medical school and successful completion of an approved psychiatric or neuropsychiatric residency;

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 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.