



Psychiatric Medical Director

Class code: 01322

Employee Group: Management/Confidential

FLSA: Exempt

Salary Band: 17

I. Position Summary

Under administrative direction, to perform as the mental health medical director for Jackson County; to provide medical direction, guidance, planning, supervision for all mental health programs; to provide clinical diagnosis and psychiatric treatment service; to participate in consultative educational and evaluative activities; and, to provide related services as required.

II. Supervision Exercised

May act as a supervisor to various classifications.

III. Examples of Essential Position Duties

- Provides medical oversight, including direction, guidance, and planning, for the medical activities of the County Mental Health Division. Includes preparation and signing of standing orders.
- Establishes and leads best practices for community psychiatric needs.
- Provides psychiatric oversight to the utilization management of CCO members.
- Provides technical assistance to any and all staff of Health and Human Services including, but not limited to, providing expertise for a complicated developmental disabilities or mental health client
- Provides direct supervision to physicians, nurses, or other Mental Health staff.
- May provide consultation to the County to assure the provision of medical services to incarcerated individuals is appropriate and safe.
- Serves as a consultant to the physician and nurse practitioner staff in all Mental Health programs.
- Provides consultation and technical support to other health care providers in the community as is necessary to achieve appropriate goals, as established by the leadership at Jackson County Health and Human Services.
- Provides leadership during a mental health emergency and technical support to staff when needed.
- Provides consultation regarding medical management of individuals.
- Provides consultation (which may include leadership) related to management of a defined community health issue.
- Provides necessary psychiatric treatment to clients including an initial assessment to determine the diagnosis and need for treatment.
- Selects, supervises, and evaluates assigned staff. Establishes work rules and performance standards, conducts performance evaluations and initiates and implements disciplinary actions as warranted. Resolves grievances and other sensitive personnel matters. Provides for the training and motivation of subordinates in order to make full use of individual capabilities and to meet changing system demands.
- May provide direct medical care to clients of specific mental health programs as previously agreed upon and/or specified in protocols.
- Recommends and approves, in consultation with the Health and Human Services Director and Mental Health Division Manager, clinical practice policies and certain public health practice policies for the department.
- Approves all protocols/policies for medical services provided in the Mental Health Division. Writes and/or update standing orders and medical protocols as needed by nursing supervisors.

Jackson County – Psychiatric Medical Director

Page 2 of 3

- Brings the mental health physician perspective to the local health department's management process. Participates in Administrative Team. Provides consultation to County staff (and other stakeholders) regarding ongoing community health issues.
- Provides leadership and consultation with the medical provider community. Serves as a liaison with the medical community, a media spokesperson, and a physician ambassador.
- Arranges for a back-up physician with appropriate training when a prolonged physical absence is anticipated.
- Adheres to County and departmental policies and procedures as well as safe work practices, policies and procedures.
- Develops and maintains effective working relationships with other staff, public officials, the general public and representatives of other agencies.
- Attends and participates in required trainings, including completing ICS training.
- Has regular and reliable attendance.
- Working irregular hours is required.
- Performs other related duties as assigned.

IV. Knowledge, Skills and Abilities

- Thorough knowledge of modern medicine theory and practice.
- Knowledge of modern medicine practice in a community health setting.
- Knowledge of medicine and surgery, as well as principles and practices of modern psychiatry.
- Knowledge and experience with evidenced based practices and community supports that are used in the treatment of mental health diagnosis.
- Ability to lead other providers in the community in establishing best practices for the population including prescribing practices that support a reduction of risk and an increase in functioning.
- Ability to effectively prescribe practices for the severe and persistent mental illness population and others with mental health issues and diagnosis.
- Ability to make determinations related to appropriate utilization of services and to deny, and support denials, to services as needed through the delegation agreement with local CCOs.
- Ability to diagnose and treat medical problems.
- Ability to plan and supervise a treatment plan.
- Ability to prepare and maintain accurate reports.
- Ability to communicate effectively both orally and in writing, with skill in documenting into an electronic health record.
- Ability to speak to the press and represent the position of the department to the public.
- Ability to work as a team member.
- Ability to develop and maintain effective working relationships with other staff, public officials, the general public, and representatives of other agencies.

V. Minimum Requirements (Performance of the essential duties of this position includes the following requirements, physical demands and/or working conditions)

Education and Experience

Jackson County – Psychiatric Medical Director

Page 3 of 3

- Graduation from an approved school of medicine with residency training in psychiatry AND one year of leadership, supervisory and/or program oversight experience is preferred AND a Masters of Public Health is strongly preferred.

Licenses, Certificates and Other

D.O. or M.D. in psychiatry with license to practice medicine in the State of Oregon or ability to acquire a license within six months of employment. Valid Oregon State Driver's License with acceptable driving record.

Physical Demands (*Performance of the essential duties of this position includes the following physical demands and/or working conditions*)

Typically requires climbing, stooping, kneeling, crouching, reaching, standing, walking, sitting, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions. Requires exerting in excess of 20 pounds of force occasionally and up to 20 pounds of force daily to move objects. Exposure to communicable diseases. Requires driving and travel.

Working Environments

Work is performed in an office environment and may include exposure to disruptive people.

VI. Additional Information

This classification description is not intended to be an exhaustive list of duties, knowledge, skills, abilities, or requirements, as any one position in this classification may be assigned some or all of these duties, in addition to other duties not explicitly listed here. The various duties, responsibilities and/or assignments of this position may be unevenly balanced and change from time to time based upon matters such as, but not limited to, variations in the shift, work demands, seasons, service levels and management's decisions on how to best allocate department resources. Any shift, emphasis or rebalancing of these assigned duties, responsibilities and/or assignments does not constitute a change in the job classification.

Adopted: 1/16