

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE: PSYCHIATRIST
DEPARTMENT: MENTAL HEALTH
REPORTS TO: MEDICAL DIRECTOR

CLASS CODE: 46726
FLSA STATUS: E
DATE: 10/99

JOB SUMMARY AND DISTINGUISHING FEATURES:

As a medical doctor, performs highly complex psychiatric services, including: evaluating, diagnosing and treating patients; performing psychotherapy; and prescribing and monitoring medications.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Provides psychiatric services, including: evaluating patients; performing psychotherapy; conducting group therapy ;sessions; prescribing and monitoring the use of medications; and preparing progress notes, charts and related documents.

Oversees the functions of the treatment team and attends various meetings to discuss client progress.

Maintains and provides safe environment for clients and staff.

Initiates, coordinates and manages special programs.

Monitors productivity/work flow and resolves problems to ensure deadlines are met.

Maintains and upgrades knowledge, skills, and development by attending seminars, meetings and training programs and reading trade and professional journals and publications.

Researches and corrects errors.

Disseminates a variety of information to various agencies, divisions, or departments via telephone, employee meetings, mail or fax.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

General Office Equipment

Computer

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Doctorate from an accredited college or university and post graduate training in psychology; and,

Three to four years of progressively responsible experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Medical Doctor

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Modern methods, techniques and theories of mental illness.

Modern methods, techniques and procedures used in marriage, family and child counseling.

Psychological theory.

Diagnosis techniques.

Interviewing techniques.

Child and adolescent development.

Crisis intervention techniques.

Community resources.

Ethical and legal management practices.

Patients legal rights.

Uses and effects of medications prescribed.

Skill in:

Advanced counseling and therapeutic processes and procedures.

Observing and recording psychiatric behavior.

Using tact, discretion, initiative and independent judgment within established guidelines.

Organizing work, setting priorities, meeting critical deadlines, and following up assignments with a minimum of direction.

Communicating clearly and effectively, orally and in writing.

Preparing clear and concise reports, correspondence and other written materials.

Mental and Physical Abilities:

Ability to analyze, evaluate and diagnose situations and adopt effective courses of action.

Ability to assess and intervene in high risk situations (suicide, aggression).

Ability to write reports.

Ability to read, analyze and interpret professional periodicals and journals, technical procedures and government regulations.

While performing the essential functions of this job the employee is regularly required to sit, use hands to finger, handle, or feel.

While performing the essential functions of this job the employee is regularly required to speak and hear and to use sound perception and discrimination.

While performing the essential functions of this job the employee is frequently required to lift and/or move up to 10 pounds and is occasionally required to apply a physical exertion in restraining overactive or hostile clients and/or move up to 30

pounds.

Working Conditions:

Work is performed in a mental health facility, exposing the employee to people who have the potential to be violent and verbally abuse.

The incumbent's working conditions are typically moderately loud.

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This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.