



**Cayuga County Department of Human Resources
and Civil Service Commission**

JOB SPECIFICATION

Civil Service Title: **Supervising Staff Psychiatrist**
Jurisdictional Class: Competitive
Civil Division: Cayuga County
Adoption: CSM 12/11/13
Revised: CSM

DISTINGUISHING FEATURES OF THE CLASS:

The Supervising Staff Psychiatrist supervises medical staff and oversees psychiatric services of the Community Mental Health Department. The incumbent provides professional, medical and psychiatric services for patients in a psychiatric program and does related work as required. This position requires independent judgment under the general director of the Director of Community Services.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Provides direct supervision of medical staff and, when appropriate, a collaboration agreement with psychiatric nurse practitioners;
Ensures that procedures for the effective delivery of psychiatric services are adhered to by staff members;
Collaborates with the Director of Community Services in regards to the recruitment of other psychiatrists and/or other prescribing staff;
Participates in the development of policy and quality assurance activities;
Provides direct services to clients, including psychiatric evaluations, medications and psychotherapy;
Provides individual, group and family therapy;
Utilizes the department's electronic health record system;
Works as part of the treatment team, including social workers and psychologists;
Reviews client's charts to ensure that documentation standards are adhered to by medical staff;
Ensures that medical staff members adhere to psychiatry productivity standards;
Coordinates and maintains work schedules to ensure adequate medical staff coverage;
Provides medical/legal examinations and appears as an expert witness in court proceedings;
Participates in in-service training of staff and trainees;
Does related duties as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Thorough knowledge of effective management and utilization of psychiatric services;
Thorough knowledge of the practice of psychiatry including treatment ad trends;
Good knowledge of psychopharmacology;
Ability to lead and supervise psychiatric and medical staff in a mental health setting;
Ability to use an electronic health record system;
Ability to communicate effectively both orally and in writing;
Ability to work with individuals representing diverse cultures and backgrounds with a high degree of sensitivity, tact, and diplomacy;

MINIMUM QUALIFICATIONS:

(A) Valid license to practice medicine issued by the New York State Education Department and satisfactory completion of a training program in psychiatry approved by the American Board of Psychiatry and Neurology; AND

(B) Three (3) years of formal or supervised post licensure experience in an inpatient or outpatient mental health program; AND

(C) One (1) year of additional clinical experience PLUS one (1) year of providing supervision in a clinical program.