



## **JOB DESCRIPTION**

**JOB TITLE:** Clinical Psychiatrist  
**REPORTS TO:** Medical Director  
**DEPARTMENT:** Medical  
**LOCATION:** Rolling Hills Clinic  
740 Solano Street, Corning, CA 96021  
2540 Sister Mary Columba Drive, Red Bluff, CA 96080  
**STATUS:** Full-time, 100% FTE, Exempt

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*Native Preference in hiring is given to qualified enrolled members of Paskenta Band of Nomlaki Indians and Native Americans in accordance with the **Indian Preference Act (Title 25, US Code, Section 472 and 473)**. Applicants claiming Indian Preference must submit verification of Indian certified by tribe of affiliation or other acceptable documentation of Indian heritage.*

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### **POSITION SUMMARY**

The Clinical Psychiatrist will be responsible for evaluating and providing care for patients that have psychiatric disorders, medical mental conditions or substance abuse problems. They will provide oversight and support to other mental health providers. They are licensed to provide emergency psychiatric services, psychosocial and physical assessment of their patients, treatment plans, and to continually manage patient care. They may also serve as consultants or as educators for families and staff focusing on psychiatric diagnosis, including the differential diagnosis of medical disorders with psychiatric symptoms, and on medication treatment for psychiatric disorders. The Psychiatrist is responsible for providing health care services consistent with the philosophy of Rolling Hills Clinic (RHC).

### **DUTIES & RESPONSIBILITIES**

1. Develops and implements treatment plans, including prescription of psychotropic medications for their patients as well as Nurse Practitioners, Physicians Assistants and License Professional Counselor.
2. Monitors and evaluates treatment results.
3. Evaluates patients by interviewing patient, family, and other persons; conducting physical examinations; observing behaviors; reviewing medical history and related documents; selecting, administering, and interpreting psychological tests; and ordering laboratory tests and evaluating results.
4. Develops treatment plans by determining nature and extent of cognitive, emotional, developmental, social, and behavioral disorders and establishing treatment goals and methodologies.
5. Treats patients by utilizing psychotherapeutic methods and medications; discussing progress toward goals with patients; providing instructions; monitoring effect of medications; and supervising staff provision of services.
6. Maintains interdisciplinary treatment by reviewing treatment plans and progress, and consulting and collaborating with primary care physicians, mental health therapists, nurses, and other health care providers.
7. Assures quality and safe service for patients and staff by enforcing policies, procedures, standards, rules, AAAHC Accreditation requirements, and legal regulations; participating in utilization reviews; and remaining available for emergency consultations.

8. Improves staff competence by providing training and discussions regarding the interrelationship between psychosocial and physiological problems, psychotropic medications, crisis intervention, and related issues.
9. Maintains historical records by documenting symptoms, medications, and treatment events and writing summaries.
10. Enhances department and organization reputation by accepting ownership for accomplishing new and different requests and exploring opportunities to add value to job accomplishments.
11. Participate in Quality Assurance (QA) and Continuous Quality Improvement (CQI) activities, including regularly scheduled meetings, clinical audits and peer review.
12. Advise the Medical Committee/ Facility Administration of any situations that may adversely impact the efficiency and effectiveness of the medical department.
13. Participate in the development of medical department policies and procedures in accordance with Tribal policies, accreditation requirements and professional standards.
14. Knowledge of principles and practices of medicine.
15. Knowledge of the rules, regulations and procedures of an Indian Health Clinic or willingness to learn.
16. Ability to establish and maintain effective working relationships with administrative, fellow peers, and other work related outside agencies.
17. Safety: Responsible for ensuring that all duties, responsibilities and operations are performed with the utmost regard for the safety and health of all personnel involved, including patients and themselves by following required Federal/State/RHC protective protocols, policies and guidelines.
18. Take appropriate corrective actions to address matters pertaining to employee health and safety that have been brought to their attention.
19. Other duties as assigned by medical director.

## **SCOPE OF WORK**

20. Effectively supervise/oversee Psychologists, Nurse Practitioners, Physician's Assistant, Licensed Clinical Social Workers and Marriage and Family Therapists as necessary.
21. Be able to attend to 16-22 patients per day.
22. To work cohesively as a health care medical team by assisting other providers in completing their responsibilities as necessary, i.e. covering vacations and seeing patients, processing refill requests, following-up on referrals, covering telephone encounters and document in-bubbles/inbox.
23. Display the highest level of professionalism, integrity and a strong work ethic, serving as a model for all clinic staff.
24. Maintain requirements of licensure, DEA certification and board certification. Fulfill and maintain requirements for credentialing, privileging internally at NAHC and externally with payers and regulatory bodies.
25. Provide comprehensive, high quality medical services to patients, regardless of age, sex, gender identification, income, national origin or language.
26. Consider individuals' cultural, psychological, social and environmental factors in creating treatment/care plans.
27. Actively participate in meetings as assigned by medical director.
28. Participate in trainings of other medical personnel as requested.

## **MINIMUM QUALIFICATIONS**

1. Completion of a Psychiatric residency or a Family Medicine/Psychiatry residency in an ACGME approved residency program.
2. Must be board certified in Psychiatry with the American Board of Psychiatry and Neurology in Psychiatry.

3. Must hold current medical license as Doctor of Medicine or Osteopathic.
4. Current and unrestricted DEA license.
5. A current BLS and CPR certificate.
6. A valid California Driver's license.
7. At least 2 years' experience working full-time as a Psychiatrist in child/adult Psychiatry.
8. Demonstrate clear knowledge of Rolling Hills Clinic structure, standards, procedures and protocols.
9. Must have ability to relate and communicate effectively with community interest groups, agencies, and medical facilities that serve the American Indian Community.
10. Excellent communication and written skills. Must be detail oriented and be able to multi-task effectively.
11. Ability to work independently and as part of a multi-disciplinary team.
12. Ability to work well under pressure analyzes and evaluates individual member's needs, reach sound conclusions and make appropriate recommendations.
13. Must be detail oriented and be able to multi-task effectively.

### **BACKGROUND CHECK REQUIREMENTS**

Pre-employment Drug Testing and a Department of Justice Fingerprinting clearance through Federal, State and Child Abuse Index is a contingency for an offer of employment. Criminal clearances are obtained to protect the welfare and safety of clients receiving services at Rolling Hills Clinic.

### **VACCINATION REQUIREMENTS**

A pre-employment Physical exam is required upon hire. You will be required to provide vaccination records to show proof of immunity for TB or PPD, Measles, Mumps, Rubella, Varicella, TDAP & Hep B. If the records are more than 10 years old, titers are required to confirm immunity.

### **COVID RAPID TEST**

To protect the welfare and safety of clients receiving services at Rolling Hills Clinic, we prefer that you obtain a COVID Rapid Test onsite prior to date of hire. Test are performed at RH Clinic should you decide to get one done.

### **LOAN REPAYMENT PROGRAM**

Rolling Hills Clinic is an Indian Health Program site for Indian Health Services (IHS) Loan Repayment Program.

**NOTE TO APPLICANTS:** Please be advised a post job offer, pre-employment Drug Testing, Physical exam and TB test are required as a condition of employment. Additionally, you may be asked to obtain a Department of Justice Fingerprinting clearance as a contingency for an offer of employment. Criminal clearances are obtained to protect the welfare and safety of clients receiving services at Rolling Hills Clinic.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand, walk, sit, use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stoop. The employee must occasionally lift and/or move up to 25 pounds. Position may require exertion up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently or constantly lift, carry, push, pull or otherwise move objects. Specific vision abilities required by this job include close vision, distance vision, color vision peripheral vision, depth perception and ability to adjust focus.

**WORK ENVIRONMENT:**

Work is performed in a health clinic setting. The noise level in the work environment is usually low to moderate. Will work with blood-borne pathogens and will require OSHA training. This job routinely uses standard office equipment such as computers, telephones, photocopiers, and fax machines. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

*Employment with Rolling Hills Clinic is voluntarily entered into. All RHC personnel are employed on an at-will basis. At-will employment may be terminated with or without cause, and with or without notice at any time by the employee or by RHC. No manager, supervisor, or employee of the organization has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment other than at-will terms. The job description does not constitute an employment agreement between Rolling Hills Clinic and employee and is subject to change by the Paskenta Band of Nomlaki Indians.*