

## **SUPERVISING PSYCHIATRIST / MEDICAL DIRECTOR**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This position supervises the professional medical and psychiatric services of the Dutchess County Department of Mental Hygiene. The incumbent also supervises the Quality Assurance Program and provides supervision to all staff and consultant psychiatrists, as well as overseeing the delivery of medical/psychiatric services to clients of the department.

### **TYPICAL WORK ACTIVITIES:**

1. Serves as Medical Director of the Dutchess County Department of Mental Hygiene;
2. Supervises the Quality Assurance Program;
3. Assists in the recruitment and on-going evaluation of psychiatrists;
4. Provides clinical psychiatric services and serves as back-up for other psychiatrists;
5. Admits, treats, and discharges clients from local hospitals;
6. Organizes and participates in the in-service training of staff;
7. Completes a variety of reports and correspondence;
8. Leads and participates in various staff and committee meetings;
9. Does related work as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Comprehensive professional knowledge of the practice of psychiatry; thorough knowledge of current psychiatric treatments and trends; ability to supervise and instruct staff members; ability to develop good community relations; ability to communicate effectively, both orally and in writing; ability to exercise sound judgement in evaluating patient condition and in making decisions on an appropriate course of treatment; ability to relate sympathetically to a potentially difficult client population; physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

Possession of a license or temporary certificate to practice medicine issued by the New York State Department of Education, and possession of a valid certificate in Psychiatry issued by the American Board of Psychiatry and Neurology and five (5) years of post-licensure experience, two (2) years of which must have been in a position with significant administrative responsibility.

MH0109

ADOPTED: 01/01/94