



**VALLEY HEALTH TEAM**  
LIVE BETTER. VIVE MEJOR.  
JOB DESCRIPTION

POSITION:	STAFF PSYCHIATRIST
REPORTS TO:	BEHAVIORAL HEALTH COORDINATOR
POSITIONS SUPERVISED:	NONE
CLASS:	REGULAR
CAT:	FULL-TIME EXEMPT

**BASIC FUNCTIONS:**

Under the supervision of the Behavioral Health Coordinator, the Staff Psychiatrist is primarily responsible for providing community psychiatric consultations for the patients of Valley Health Team. The Staff Psychiatrist evaluates patients for mental, emotional or behavioral disorders by diagnosing disorders, including nature and extent, along with determining the appropriate course of treatment for the patient.

**DUTIES AND RESPONSIBILITIES:**

1. Diagnose and treat patients with mental, emotional, and behavioral disorders by providing psychiatric, diagnostic, and therapeutic services to patients.
2. Conduct psychiatric examinations and evaluations.
3. Organize data concerning patient's family, medical history, and onset of symptoms obtained from patient, relatives, and other sources.
4. Determine nature and extent of mental disorder and formulate treatment program.
5. Treat or direct treatment of patient, utilizing variety of psychotherapeutic methods and medications.
6. Perform medication evaluations and medication management services for any clients scheduled.
7. Complete charting as indicated, including but not limited to: contact logs, progress notes, evaluations notes, script writing, etc.
8. Collaborate with any treating therapist when applicable and/or requested.
9. Consult with psychologist, social workers, and others in community agencies regarding the psychiatric aspects of their work.
10. Promptly and courteously return all telephone calls to clients with medication issues and/or questions.
11. Assist in establishing psychiatric programs, policies and protocols.
12. Remain abreast of new assessment/treatment techniques in the field of psychiatry and participate in professional association activities as appropriate.
13. On a temporary basis, may be required to work at any satellite facility.
14. Contribute to team effort by assisting other departments as needed and while maintaining confidentiality of VHT's business.
15. Work cooperatively with all staff members and outside sources in a professional manner to deliver a high level of service.
16. Observe and practice all VHT Patient Experience Service Standards as outlined in "World Class Practices: My Commitment to Care (which I have read and signed). Practice CICARE when interacting with patients, their families, visitors, or internal customers.
17. Practice CICARE phone etiquette during all phone interactions.
18. Always exercise courtesy whenever patients, family members, visitors and co-workers are present.
19. Respect privacy and dignity of our patients, family members, visitors and co-workers.
20. Maintain professionalism in the presence of patients, their families, visitors and co-workers.
21. Act as a role model, verbally and behaviorally demonstrating skill, enthusiasm, positive problem solving, commitment and loyalty to the profession and the organization.
22. Engage as a member of the care team caring for individuals in the community
23. Prep for and lead daily huddles

24. Promote and educate on evidence-based preventive care, chronic care needs, and self-management support
25. Deliver clinical screening tests and immunizations
26. Follow applicable regulations: Joint Commission, OSHA, HIPAA, and CLIA.
27. Serves and protects the practice by adhering to professional standards, policies and procedures, federal, state, and local requirements, and The Joint Commission Accreditation of Healthcare Organization standards.
28. Perform other related duties, which may be inclusive, but not listed in the job description.

**MINIMUM QUALIFICATIONS:**

1. Graduate from an accredited medical school plus successful completion of a residency program in psychiatry
2. Current California Physician license
3. Board certification or eligibility in psychiatry is highly desirable
4. Current Basic Life Support card.
5. Current DEA certificate
6. Ability to be flexible with work schedule and available to work at all site locations
7. Must have own transportation, valid California Driver's License and current proof of automobile insurance coverage.
8. Demonstrated ability to provide world-class patient experience using CICARE principles and practices. Ability to be proactive and to go above and beyond the call of duty; take initiative to provide a world class patient experience in all encounters via email, phone or in person

**TYPICAL WORKING CONDITIONS:** The office setting is a normal work environment. Occasionally work during early morning, evening or weekend. May be subjected to temperature variances in the office.

**TYPICAL PHYSICAL DEMANDS:** Requires sitting, standing, or walking for up to eight hours a day. Some bending, stretching, or reaching may be necessary. Lifting up to 40 pounds may be required on occasion. Vision must be correctable to 20/20 and hearing must be in the normal range for telephone contact.

**WORK ENVIRONMENT:** 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.

While performing the duties of this job, the employee may come in contact with hazardous equipment such as liquid nitrogen, cleaning agents, and sharps. The noise level in the work environment is usually moderate but may become excessively loud with the increased patient flow during a busy clinic day.

I, the employee, understand the responsibilities and standards of my position as listed above, and I agree to fulfill them to the best of my ability. I understand I am an at-will employee and can be terminated at any time with or without cause. I also understand the Valley Health Team Inc. will not be responsible in any manner for termination's which are due to defunding of Federal or State Contracts. I also agree that the VHT Board of Directors have the right to modify the Personnel Policies which govern my employment at any time.

This organization is an Affirmative Action Equal Opportunity Employer. It is our policy to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, age, color, sex, religion, national origin, or other protected classification.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

BOARD APPROVED:

BOARD APPROVED: