El Dorado County Community Health Center

Job Description

JOB TITLE: Associate Medical Director – Psychiatry & Addiction Medicine

REPORT TO: Chief Clinical and Wellness Officer

DIRECT REPORTS: Physicians, Psychiatrists, Nurse Practitioners, Physician Assistants, RN Program Manager of Specialty Services

WORK SETTING: Clinical Environment

JOB SUMMARY:

Under the direction of the Chief Clinical and Wellness Officer (CCWO), the Associate Medical Director of Psychiatry & Addiction Medicine (AMD) provides clinical leadership and program oversight for both psychiatry and addiction medicine services. The AMD is responsible for delivering high-quality, compassionate care to assigned patients of the El Dorado County Community Health Center and for advancing evidence-based approaches to psychiatric and substance use disorder treatment. As needed, the AMD will also assume care for a panel of addiction medicine patients, ensuring continuity and coverage across behavioral health services.

This role includes participation in call coverage on an as-needed basis, quality improvement initiatives, and interdisciplinary team meetings. The AMD provides supervision, guidance, and consultation to clinical staff in both psychiatry and addiction medicine, ensuring adherence to best practices and primary care integration. Working collaboratively with all Center departments, the AMD helps to foster a patient-centered environment that emphasizes timely access, dignity, and respect in every aspect of care delivery.

JOB DUTIES AND RESPONSIBILITIES:

Physician scope of practice and clinical privileges/procedures are authorized by the approved written policy and procedures of El Dorado County Community Health Center, written in accordance with the laws governing the practice of medicine by Physicians and Surgeons in the State of California, as implemented and regulated by Medical Board of California, www.mbc.ca.gov

Associate Medical Director Duties

1. Ensure clinicians receive ongoing training and support. Train new hire clinicians during the orientation period and provide continual leadership support throughout their tenure at EDCHC.
2. Serve as liaison for all new EDCHC providers to explain Behavioral Healthcare Services and how to refer. Provide ongoing training and support to all clinicians in the areas of Psychiatry and Addiction Medicine.
3. Ensure all direct reports adhere to EDCHC policies, procedures, and standards.
4. Serve as champion for ongoing clinic improvement initiatives and activities. Provide ongoing communication with all providers about updates to Behavioral Healthcare, and how to ensure proper use of the services.
5. Conduct routine performance evaluations and chart reviews of clinicians in collaboration with the CCWO.
6. Resolve clinical or clinician concerns or issues that may arise.
7. Lead the development of clinical policies, protocols, and standards in partnership with the CCWO.
8. Collaborate with clinic leadership to ensure overall excellence in patient care.
9. Attend, participate in, and lead committees, chart reviews, and other meetings as assigned by the CCWO.
10. Support CCWO with additional activities as needed to ensure clinical and organizational success.

Physician Duties

1. Assume responsibility for the care of their patients, including providing direct psychiatric evaluation, diagnosis, and preparation of treatment plans including pharmacotherapy.
2. Monitor and document progress in treatment. Coordinate treatment with PCP and other patient clinicians within a team approach. When a patient's condition is stable, psychotropic treatment may be prescribed by PCP based on psychiatric complexity.

3. Engage with psychotherapists to ensure continuity of care, including crisis intervention as needed.
4. Provide direct care for a panel of addiction medicine patients as needed, delivering evidence-based substance use disorder treatment consistent with best practices.
5. Perform procedures, minor surgeries, and highly difficult medical work within the scope of their training.
6. Integrate the work of the clinic with other programs in the center and community to assist clients.
7. Act as Supervising Physician for FNP and PA-C provider staff (Non-Physician Providers), signing the Center's FNP protocols and PA-C DSA agreements. Available for consultation with such staff for unusual or difficult medical problems.
8. Makes referrals to psychotherapy and/or addiction medicine services where required.
9. Engage multidisciplinary team as needed regarding patients in psychiatric and addiction medicine treatment to ensure continuity of care.
10. Serve as consultant to medical providers as needed regarding psychiatric care, substance use disorder treatment, and co-occurring conditions.
11. Share in office call coverage for the Center on an as-needed basis.
12. Maintain up-to-date knowledge in the practice of medicine relevant to the Center's clients, in relation to the Physician's Board Certification.
13. Become familiar with and comply with all Health Center policies and procedures relating to the management of the Health Center and its employees.
14. Adapt medical treatment and orders to the needs of uninsured and low-income clients, always with Best Practices in mind.
15. Ensure that all protected health information (PHI) in local computer/networks is stored in compliance with HIPAA regulations as specified in the Provider Agreement.
16. Complete legible and legally defensible medical records in a timely manner on a daily basis, including completing accurate and timely charting in the eCW Electronic Medical Record on client transactions, orders, test results and progress notes summarizing client care for continuity of care between visits.
17. Order relevant lab tests and procedures with appropriate consent to help diagnose or manage a patient's condition. Receive and review lab reports, providing feedback to clients and/or consultation to primary therapist as needed.
18. Participate in a comprehensive quality improvement process which includes routine auditing of medical records to ensure quality clinical care and that clinic protocols are followed, and ensuring that the Board's quality assurance committee's recommendations concerning medical care are implemented.
19. Coordinate communication during the following situations: a) call if they are going to be late; b) sign out clients to the appropriate clinician/clinic staff for call or follow-up; c) give appropriate notice as required by EDCHC for time off; d) respond to messages in a timely manner during working hours and while on-call as needed.
20. Establish and maintain good relationships within the healthcare community.
21. Carry out such other duties as assigned by the CCWO.
22. Complete and submit all billing in an agreed-upon timely manner.
23. Attend continuing education programs and provide evidence of necessary education completion to upgrade skills and maintain licensing requirements.
24. Attend and participate in staff meetings as required or requested.

KNOWLEDGE, SKILLS AND EXPERIENCE

Knowledge of:

- current, standard psychiatric and addiction medicine care practices, treatments, tests, and therapies.
- current therapies in addition to complying with CA State requirements for Continuing Medical Education.
- current knowledge of clinical operations and the delivery of quality medical care consistent with a licensed care physician, certified in Psychiatry and Addiction Medicine.
- third party payers issues, California medical practice guidelines and malpractice laws, Title 22 regulations, Bureau of Primary Care and funding sources preferred.

- current and emerging trends in technologies, techniques, issues, and approaches in area of expertise.
- scope of practice laws regarding professional licensure and Center Protocols and Standardized Procedures.
- general information about federal, state, and local laws and regulations regarding scope of practice issues affecting licensed community clinics.
- basic information about public and private health insurance and third-party reimbursement issues.
- community resources related to specialty care and other health-related services.

Skills in:

- excellent oral and written communication.
- excellent, efficient and effective use of the eCW EMR system.
- exercising good judgment in clinical decision making and client care.
- maintaining a positive, flexible, and solution-focused attitude.
- quickly synthesizing medical, psychiatric, and addiction medicine data and formulating effective and evidence-based clinical recommendations.
- using a computer for word processing, data entry and e-mail.
- demonstrated ability to collaborate effectively in a team setting.
- speaking and understanding Spanish highly desirable.

Ability to:

- maintain adequate physical and mental health status in order to demonstrate professional and ethical competence in providing high quality medical care to Center clients.
- maintain quality control standards.
- interpret, adapt and apply treatment protocols/guidelines and procedures.
- understand client needs as consumers of health care and focus service around those needs.
- develop rapport and work with people of all ages, cultural, religious, social and ethnic backgrounds, including acknowledging and honoring psychosocial, spiritual and cultural beliefs.
- maintain professional behavior with all levels of colleagues, staff, clients and the public, including refraining from negative comments about peers in public and in the medical record, resolving conflict with peers and staff in a private setting, and demonstrate courtesy and respect to all staff.
- analyze and pay attention to detail.
- share the EDCHC mission and team orientation approach and cooperate in accomplishing common goals and objectives.
- accept and be receptive to audit feedback and other types of clinical review.
- inspire confidence and trust in clients and staff.
- maintain a high level of confidentiality.
- meet work deadlines.

QUALIFICATIONS

Experience:

- At least 3 years of recent experience in a busy outpatient behavioral health practice, including psychiatry and/or addiction medicine, serving multigenerational, multicultural clients is required.
- Experience with primary care psychiatry, consultation-liaison psychiatry, co-occurring mental health and substance use disorders, or addiction medicine.
- Experience working with underserved, transient populations and clinical co-morbidities (co-occurring mental health, substance abuse, and physical health problems).
- Experience in a non-profit rural community clinic setting is preferred.
- Speaking and understanding Spanish is desirable.

EDUCATION AND LICENSING REQUIREMENTS:

1. Board Certification in Psychiatry required; Board Certification in Addiction Medicine strongly preferred. Candidates with Board Certification in Psychiatry and demonstrated addiction medicine experience will be considered.
2. Completion of a nationally accredited Medical Doctor or Doctor of Osteopathic Medicine Program.
3. Current California State Medical License, without any limitations to practice in the area of specialty; must be in good standing with the California State Medical Board.
4. Current BLS certification.
5. Current DEA.

OTHER

Physical Requirements:

Normal health center/interior office environment. See, hear, talk, walk or move about, sit and/or stand for long periods of time, reach, stoop, bend, lift up to 50 lb.; transfer clients of any weight; repetitive hand movement; use and view a computer; use a calculator, operate fax, copier, telephone and car; read and write English.

FLSA Status: Exempt

Note: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an inclusive list of all duties, responsibilities and skills required of incumbents. In accordance with the Americans with Disability Act, reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential job functions.

Salary Range: $321,534.40 – $379,441.60