

Medical Director - Mental Health Tompkins County

Department: Mental Health Department
Classification: Competitive
Labor Grade: Management Grade 91
Approved: CA041-94, 4/19/94
Revised: 08/18;
By: AF, Commissioner of Personnel
BBP Risk Factor: At Risk

MINIMUM QUALIFICATIONS:

Possession of a license to practice medicine in the State of New York, Board Eligibility or certification to practice psychiatry **AND** one year of supervisory and administrative experience.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

SPECIAL REQUIREMENT:

Possession of a license to practice medicine and registered to practice medicine in the State of New York at the time of application.

DISTINGUISHING FEATURES OF THE CLASS:

The Medical Director - Mental Health will provide out-patient and emergency service assessments and treatment as required by the Commissioner of Mental Health Services. He or she will perform psychiatric consultation with individual patients, provide emergency medical and psychiatric services, as well as psychiatric consultations, examination and emergency backup for law enforcement agencies and courts within the county. The Medical Director will perform court evaluations as requested and order hospital commitments as indicated. He or she will apply psychiatric expertise to the planning, coordination and operation of the mental health, substance use disorder and developmental disability services provided within Tompkins County. The employee will make recommendations to the Commissioner of Mental Health towards attaining an effective and comprehensive community mental health, substance use disorder and developmental disability program. He or she will assist the Commissioner of Mental Health Services in direct services and duties of the Local Government Unit. The incumbent exercises general supervision over Psychiatrists and various program directors. Acts as a medical director for Clinical Services and Director of Community Services in accordance with New York State Mental Hygiene Law, 7.09, 41.04. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Provides out-patient and emergency service assessments and treatment as required by the Commissioner of Mental Health Services;
- Performs psychiatric consultation with individual patients, provide emergency medical and psychiatric services, as well as psychiatric consultations, examination and emergency backup for law enforcement agencies and courts within the county.
- Performs court evaluations as requested and order hospital commitments as indicated.
- Assures that all clients/patients receive medical screening and appropriate evaluation, diagnosis and treatment;
- Participates in the development of policies and procedures necessary to assure that all clinical staff receive appropriate clinical supervision;
- Exercises general supervision over the physicians;
- Assures that the quality of services provided is proper;
- Assures the appropriate implementation of clinical staff development and staff training;
- Assures the appropriate privileging and regular review of all clinical staff;
- Assists the Commissioner of Mental Health Services in direct service and duties of Local Government Unit;
- Liaison with community physicians, hospital staff and other professionals and agencies;
- Develops and maintains, whenever possible, educational programs in concert with various medical schools and community educational programs;
- Execute backup arrangements for the preceding services, as planned with the Commissioner;
- Reviews, alters or approves clinical treatment plans for patients served in programs of the Department of Mental Health;

- Provides community-based evaluations and treatment plans; and
- Works with the Commissioner in the preparation of a common system of evaluation (to include accountability) of mental health, substance use disorder and developmental disability programs.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Comprehensive knowledge of the modern theory and practice of psychiatry;
- Thorough knowledge of basic psychiatric sciences, community psychiatry, medical and social psychology, psychopathology, psychotherapy and the function and pertinent pathology of the nervous system;
- The ability to evaluate the effectiveness of services designed to prevent psychiatric disabilities and to promote care, treatment and training appropriate for this purpose;
- Thorough knowledge of local ordinances, state and federal laws bearing on the care and treatment of persons with mental disabilities or disorders;
- Ability to supervise and train others, and to work effectively with associates;
- Ability to exercise sound judgment in appraising situations and making decisions; and
- The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodation.

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