

## CLINICAL DIRECTOR

### FUNCTION OF THE JOB

Under direction, to be responsible for the oversight of clinical treatment programs; to provide clinical consultation to division managers in the area of mental health, developmental disabilities, and substance abuse; to provide psychiatric diagnosis, care and treatment for patients of the department; and to perform other duties as required.

### CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Directs and oversees the provision of psychiatric services and treatment in the department of Health and Human Services.
2. Directs, supervises, and consults with staff in order to promote the highest quality care of the patients and clients of the clinical treatment programs.
3. Participates with coordinators and administrative staff in planning and implementing new programs and in evaluating the effectiveness of existing programs.
4. Directs the systematic review, evaluation and planning of all psychiatric therapy programs within the Department of Health and Human Services.
5. Participates in quality assurance reviews of treatment programs including medical and psychiatric peer review in order to maintain compliance with Federal and State regulations and maintains program excellence.
6. Directs and/or participates in the functioning of various committees required to meet professional and regulatory standards of the clinical services division.
7. Provides information to the County Board on clinical psychiatric issues as requested.
8. Examines, diagnoses, treats and evaluates patients of mental health and substance use treatment programs.
9. Provides continuing psychiatric care of patients and makes appropriate dispositional recommendations.
10. Monitors the medical condition of patients by providing treatment and/or referrals as appropriate.
11. Participates in and may coordinate a multidisciplinary team of mental health and substance use professionals to develop treatment regimes that meet patient care needs.
12. Conducts diagnostic and dispositional staff meetings with other professional staff and representatives from other agencies regarding individual patients or programs.
13. Supervises, approves, and provides ongoing psychiatric consultation to clinical staff members regarding their treatment of individual patients.
14. Establishes and maintains effective working relationships with patients, their families, and the staff.
15. Provides court-related clinical duties such as: assessments, testimony, reports, and recommendations.
16. Prepares and maintains psychiatric records and reports and completes all required clinical and billing documentation.
17. Performs emergency government duties as assigned in event of Waukesha County Emergency Government declaration.
18. Performs other duties as required.

### QUALIFICATIONS

#### Essential Knowledge and Abilities

1. Thorough knowledge of the principles, practices, methods, techniques, literature, and new developments in the field of psychiatry.

## QUALIFICATIONS

### Essential Knowledge and Abilities (cont.)

2. Thorough knowledge of the standards of care and service in the field of mental health and addiction treatment.
3. Thorough knowledge of the local, state, and federal laws and regulations which govern in-patient clinical treatment programs such as Wisconsin State Statutes 51 and 55.
4. Comprehensive knowledge of the medical and psychiatric staff bylaws, rules, and regulations of the department.
5. Considerable knowledge of the effective application of nursing services, occupational therapy, social work services, and psychological services in a total mental health treatment program.
6. Considerable knowledge of administration, managerial and supervisory principles and practices.
7. Considerable knowledge of state and federal rules and regulations related to confidentiality, including the Health Insurance Portability Act (HIPAA) of 1996.
8. Working knowledge of computerized department program software, internet access, and database, spreadsheet, word processing programs, and electronic health record systems.
9. Ability to utilize word processing, database, and spreadsheet programs, and electronic health record systems.
10. Ability to plan and implement new techniques and to evaluate the effectiveness of existing programs.
11. Ability to examine, diagnose, and treat psychiatric patients.
12. Ability to evaluate patient progress and reaction to psychiatric treatment.
13. Ability to establish and maintain effective working relationships with patients, their families, and the staff.
14. Ability to effectively interact with sensitivity with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds, and persons of all ages and lifestyles.
15. Ability to prepare and maintain psychiatric records and reports.

### Training and Experience

1. Graduation from a recognized medical school, and completion of an approved four-year residence in psychiatry.
2. Possession of a license or eligibility to receive a license to practice medicine in the State of Wisconsin.
3. Two years of experience as a psychiatrist specializing in mental health service programs in a hospital, clinic, or institution.
4. Possession of or eligibility to receive a Drug Enforcement Agency license.
5. Valid Driver's License.