

Winslow Indian Health Care Center

Job Vacancy Announcement #WDH-17-52



POSITION TITLE: Psychiatrist, Chief of Mental Health Program

CLOSING DATE: Open until filled

Position Summary:

Under general supervision of the Chief Medical Officer the Psychiatrist provides specialty care for behavioral, mental, and emotional disorders of the brain and nervous system to eligible beneficiaries of the Indian Health Service, while serving as a Medical Staff member of the Winslow Indian Health Care Center. Provides patient services at main clinic site in Winslow, as well as at field clinics at Dilkon and Leupp; and provides consultative and on-call services at Little Colorado Medical Center in rotation with other Mental Health Staff. Maintains confidentiality of all privileged information.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Interviews, examines, diagnoses, and treats patients with psychiatric disorders.
- Reviews past medical history, and requests and/or performs, and/or interprets diagnostic tests and examinations necessary to obtain all possible information for each case.
- Responsible for specialty medical management of adults and children with psychiatric disorders.
- Orders and/or interprets laboratory and imaging studies as indicated, and consistent with WIHCC medical priorities specified by the Purchased and Referred Care program.
- Serves as consultant for WIHCC medical staff, as well as consultant to other federal IHS and Tribal 638 programs upon request.
- Maintains privileges to provide consultant services for WIHCC patients referred to Little Colorado Medical Center (LCMC).
- Refers patients for admission to appropriate psychiatric and/or medical inpatient settings when care cannot be adequately provided as out-patient at WIHCC.
- Coordinates and integrates information on all such referrals and assures provision of timely follow-up care as required.
- Makes appropriate entries of all care provided in patient medical records in accordance with Winslow Indian Health Care Center policies and procedures, as well as regulatory requirements, requirements of accreditation bodies and third party payers.
- Manages WIHCC's Mental Health Program, providing administrative and clinical supervision to staff of social workers, a licensed substance abuse counselor, psychiatric nurse practitioners, and two clerical support staff. Assures effective functioning of the program and assures coordination of staff schedules so that patient care is delivered in an efficient manner. Is responsible for review and maintenance of program policies and procedures.
- Assures appropriate quality assurance and peer review processes in the program
- Provides liaison to NARBHA, RBHA, Community Bridges stabilization center, and other regional organizations providing services to patients with behavioral health issues.
- Upholds all principles of confidentiality and patient care to the fullest extent.
- Adheres to all professional and ethical behavior standards of the healthcare industry.
- Adheres to WIHCC's Personnel Policies and Procedures, departmental policies, rules, and regulations.
- Interacts in an honest, trustworthy and dependable manner with patients, employees, visitors, and vendors.
- Possesses cultural awareness and sensitivity.
- Maintains compliance with all Human Resources requirements.
- Performs other duties as assigned.

Minimum Qualifications:

Degree in Medicine from an accredited medical school required; Possess an unrestricted license to practice medicine in Arizona; completion of accredited residency training in Psychiatry; and Board eligibility or certification by the American Board of Psychiatry and Neurology; requires a knowledge of, and sensitivity to, cultural and language differences. Bilingual skills in English and Navajo language preferred. Must maintain a valid unrestricted and insurable driver's license. Must successfully pass a background investigation and maintain suitable requirements for a Child Care position. This position is considered as a Child Care position, which requires a satisfactory background check investigation and is subject to the requirements of the Indian Child Protection and Family Violence Prevention Act, as amended (henceforth referred as the ICPFVP Act).

Knowledge, Skills, Ability:

- Knowledge and experience in psychiatric procedures and standards of care.
- Knowledge of, and sensitivity to, cultural and language differences.
- Knowledge of strong work ethics in the workplace.
- Knowledge of basic application of confidentiality.
- Knowledge of basic computer skills, e.g. Outlook, Word, Excel, PowerPoint.
- Skill in effectively and safely prescribing and monitoring effects of psychotropic medications.
- Skill in provision of psychiatric evaluations with high level of diagnostic skills.
- Ability to provide effective comprehensive psychiatric care for patients across a full range of clinical scenarios.
- Must have excellent interpersonal skills in handling interaction with hospital staff, other agencies, groups, and patients and families.
- Ability to be dependable in attendance and job performance.
- Ability to meet attendance, overtime (if necessary), and other reliability requirements of the job.
- Ability to accept and learn from feedback.
- Ability to communicate effectively both verbally and in writing.
- Ability to provide exemplary customer service at all times.
- Ability to interact positively with others and possess great interpersonal skills.
- Ability to multitask and perform well under pressure.
- Ability to have self-confidence.
- Ability to be a great team player.
- Ability to accept and learn from supervisor/peer critique.
- Ability to be flexible and adaptable to the changing needs of the organization.
- Must have excellent interpersonal skills in handling interactions with hospital staff, other agencies, groups, patients and families.
- Must be able to work as a team member and develop productive and cooperative working relationships with health care providers within the facility as well as healthcare providers in hospitals and nursing homes, as well as private practitioners and law enforcement agencies throughout the community.

Physical Demands:

While performing the duties of this job, the employee regularly is required to walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; climb or balance; and stoop, kneel, crouch, or crawl. The employee frequently is required to taste or smell. The employee must occasionally lift and/or move up to 50 pounds.

Work Environment:

Work is performed both in an office setting with a moderate noise level. Work environment may involve exposure to physical risks, such as blood borne pathogens and operating dangerous equipment or working with chemicals. Evening and/or weekend work may be required. Extended hours and irregular shifts may be required.

As required by P.L. 93-638, absolute preference will be given to qualified Navajo applicants. If there is no qualified Navajo applicant, preference will be given to qualified American Indian applicants.