# Job Description

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| **Job Title:** | Medical Director – Part Time (24-32 hours per week) | **Department:** | Medical Services |
| **Reports to:** | President/CEO | **FLSA:** | **Exempt** |

**Children’s Center of Wayne County (TCC)** is home to specialized clinical, foster care, and support services. We lead the way in working with children who struggle with behavioral, emotional, educational, intellectual, and developmental challenges. We treat the whole child, focusing on multiple family issues so we can provide the best, most comprehensive integrated care. We examine barriers in the home, school, and community, working with the family who raises the child/youth, as well as the community organizations that support them.

## TCC’s mission is to help children and families shape their own futures. We embrace a set of Core Values as the foundation of our culture. They define how we do what we do, and what we value in our work with each other and our community. These traits are required to be successful as a TCC team member.

## Core Values

## Dedicated-We are devoted, dedicated and always willing to pitch in to accomplish our mission.

## Passionate-We are passionate about what we do and helping the people we serve.

## Accountable-We do what we say and accomplish all aspects of our responsibilities.

## Can Do Attitude- We approach our responsibilities with a positive attitude.

## Respectful- We always treat co-workers, donors, children and families with the utmost respect, courtesy, and patience.

## Job Summary

Reporting to the President and CEO, the Medical Director (MD) provides clinical and executive leadership for all aspects of Psychiatric care at TCC, including staffing, adherence to all local, state, and federal medical regulations, as well as coordination with the Behavioral Health Division of the organization. The MD oversees evidence-based care in the diagnosis and treatment of mental illnesses and substance use disorders affecting children, youth, and their families. The MD makes operational changes to ensure cost, quality, and satisfaction targets are achieved. Also, this position participates in the development and monitoring of the psychiatric strategic plan, financial budget, staffing levels, clinical improvements, quality of care, and performance indicators.

## Job Requirements

* License to practice medicine in the state of Michigan.
* Must be able to provide clearance of no incidents and/or convictions as a perpetrator of child abuse and/or neglect in the State of Michigan Child Abuse/Neglect Central Registry and other states of residency over the past 10 years.
* Board certification in Child and Adolescent Psychiatry.
* 5+ years of experience in psychiatry with children, adolescents, and families, preferably in a CMH or Child Welfare organization.
* Strong diagnostic and treatment abilities with children and adolescents.
* Excellent skills in pediatric pharmacology.
* Knowledge of Medicaid guidelines.
* Ability to work from a systems perspective.
* Impeccable integrity and ethical standards.
* Strong leadership skills with strong vision and foresight.
* Strong team player, able to work effectively both independently and with an interdisciplinary team.
* Excellent verbal and written communication skills.
* Strong documentation ability, including the ability to develop written procedures and policies necessary for medical office operations and psychiatric policies.
* Proficient in basic computer skills, EHR systems, electronic prescribing, and electronic records.
* Experienced director of a team of psychiatrists and able to collaborate with behavioral and physical health professionals inside and outside of the organization.
* Ability to coach, mentor, and motivate staff and peers.

## Essential Functions

* Functional Oversight of Psychiatrists
  + Maintain adequate psychiatric coverage to fulfill client needs, in accordance with AACAP standards and protocols as well as Medicaid, COA and other compliance requirements.
  + Maintain adequate coverage for crisis consultation in conjunction with our Crisis Center clinicians.
  + Contract with and provide consultation to psychiatrists, including coaching and conducting regular supervision and performance reviews.
  + Maintain psychiatric policies and procedures.
* Clinical Strategy, Consultation and Training
  + Provide an infrastructure to develop, maintain, and enhance all clinical services throughout TCC.
  + Provide consultation to clinical leadership, management, and clinicians.
  + Assist in the development of clinical policies and procedures.
  + Assist in the standardization of clinical protocols consistent with best practices in the industry.
  + Communicate aligned messages to staff fostering a culture of clinical excellence and customer service within the agency.
  + Promote an effective liaison relationship amongst psychiatric and other clinical staff.
* Subject Matter Expert (SME) in Psychiatry
  + Function as the SME and advisor to CEO and Executive Leadership Team of potential strategic opportunities.
  + Communicate verbally and in writing on behalf of the organization including development of white papers for media and/or TCC website; and correspondence to patients concerning medical/psychiatric matters.
  + Participate in TCC’s periodic COA accreditation process.
  + Respond to required audit requirements with governmental and other sources.
  + Attend regular & special staff meetings, as necessary.
  + Supervise medical student, resident, and fellowship trainees on rotation at TCC.

## Core and Leadership Competencies

* Communication – Use effective written and oral communication with internal staff, teams, and community served; demonstrates empathy and listening.
* Collaboration with internal and external stakeholders – Helps colleagues as needed, views responsibilities as shared.
* Ownership and quality of work – Effectively manages own work, and work of teams when relevant, ensuring delivery of high-quality work.
* Change management – Effectively prepares for and guides teams through changes, both small and large.
* Decision-making – Effectively structures and facilitates decision-making processes; uses data to make decisions effectively and responsibly to improve organizational health and impact.
* Develops & motivates others – Motivates others and supports their development through strong coaching and mentoring.

## Other

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.

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