

## **Job Description**

### ***Associate Director of Psychiatry- Substance Abuse Services (3<sup>rd</sup> Street/Kenton Hall)***

#### Required Credentials

New York State medical (or psychiatric nurse practitioner ) license and registration

#### Duties:

##### *Administrative Responsibilities:*

- Reports to the Director of Psychiatric Services. Works closely with the 3<sup>rd</sup> Street and Kenton Hall Directors and the agency Psychiatric Administrator.
- Oversees organization of all psychiatric and nursing services at 3<sup>rd</sup> Street and Kenton Hall.
- Ensures that clients from 3<sup>rd</sup> St. shelter and the on-site Outpatient Department (OPD) are seen in a timely manner and receive follow-up care as indicated.
- Collaborates with Program Directors of Alcohol Crisis Center (ACC) and Medically Supervised Outpatient Withdrawal Service (MSOWS) as well as with 3<sup>rd</sup> Street primary care provider to ensure that psychiatric coverage is available and responsive to their program needs.

##### *Clinical Responsibilities (3<sup>rd</sup> St./OPD):*

- Provides psychiatric evaluations for individuals referred for assessment of psychiatric conditions or for entitlements and housing.
- Provides psychiatric follow-up care as needed, including psychopharmacology and supportive psychotherapy.
- Provides crisis intervention and assessment as needed.
- In collaboration with on-site licensed practical nurse, provides liaison to outside psychiatric and medical providers as necessary and appropriate.
- Completes documentation in compliance with agency policies and procedures.

##### *Teaching and supervisory responsibilities:*

- Participates in weekly clinical team meeting. Provides case consultation to interdisciplinary staff.
- Provides in-service training to case management staff on psychiatric disorders, addiction, and other topics as needed.

- Directly supervises 3<sup>rd</sup> Shelter licensed practical nurse, including medication system.
- Assists, as appropriate, with development of psychiatric services for new substance abuse programs within the agency.
- Participates in agency quality assurance process as requested by Psychiatric administrator.
- May participate in supervision of students/residents as arranged with Director of Psychiatric Services.