

POSITION Brooker Community Counseling Center Psychiatry Assistant

POSITION SUMMARY The Psychiatry Assistant supports and assists the work of the agency psychiatrist in close coordination with other agency clinical staff.

SPECIFIC RESPONSIBILITIES include, but are not limited to:

1. Manage all psychiatry related communications, including requests for information regarding psychiatry clients, coordinating medications with pharmacies, and gathering information requested by the psychiatrist for continuity of care.
2. Facilitate psychiatry appointments, including accurately recording clinical discussions and taking vital signs.
3. Utilize technology effectively and independently, including electronic health record system, Microsoft Office products, fax, scanner, and video conferencing for telepsychiatry.
4. Determine, in consultation with the psychiatrist and agency policies, client's appropriateness for psychiatric services.
5. Maintain client records, including scanning incoming information in a timely manner.
6. Coordinate with the Therapist and Physician to meet the needs of the client and see that follow ups, reports and refill needs are coordinated correctly, and appropriately.
7. Meet regularly with the psychiatrist to coordinate all aspects of psychiatric services as needed.
8. Assist the Psychiatrist with obtaining necessary information to provide timely and quality service to the client.
9. Assist the Brooker Community Counseling Center clinical/clerical support staff as assigned.
10. Any other duties as may be assigned by your supervisor, the Assistant to the Director of Business Operations, or the agency psychiatrist.

Qualifications

Experience in working with adolescents and persons with mental health needs is preferred. Experience in medical assisting required; certification in medical assisting preferred. Ability to use and quickly adapt to changes in computer systems required. Individuals filling this position must have excellent written and verbal communication skills as well as very good organizational skills and be able to relate to and work well with people with diverse backgrounds.

Physical Demands and Working Conditions

Mostly sedentary, no heavy lifting.

Hours: Monday through Thursday 9:00 AM to 3:00 PM, Friday 9:00 AM to 12:00 PM. Extended hours may be required quarterly for psychiatrist's on-site visits.

Job Relations

Supervised by: Assistant to the Director of Business Operations
Employees Supervised: None