



Amherst College
Office of Human Resources

JOB DESCRIPTION

Title: Psychiatrist

Department: Counseling Center Reports to title: Director

Full Time: X Part Time: _____ Date Prepared: 6/11/18

Job Group & Level: PT-5 Regular Daily Work Schedule: _____ to _____

Pay Type: Weekly _____ Monthly X _____ Months Per Year: 11 Hours Per Week:

(Summer Months) Months Per Year 1 Hours Per Week:

1. Summary of Position:

The Counseling Center provides a variety of services to help students address the challenges and difficulties they face. These services are designed to help students (1) overcome mental illnesses or learn how to cope effectively with them, (2) understand themselves better (3) create and maintain satisfying relationships (4) improve their academic performance and cognitive functioning and (5) make healthy and satisfying career and life choices.

The position reports to the Director of the Counseling Center. The primary purpose of this position is to enhance student success by providing direct clinical services, including assessment, diagnosis and treatment of students. In addition, this position provides consultation to Amherst community members, preventative and educational outreach initiatives, and training of practicum students.

The position relates to the College's mission by directly intervening with students to help them manage problems or skill deficits that may otherwise lead them to drop out of school or cause disruptions in other areas of the College. This position works collaboratively and cooperatively with community and college departments that serve students.

Takes appropriate actions to support a diverse workforce and participates in the College's efforts to create a respectful, inclusive, and welcoming work environment.

2. Principal Duties and Responsibilities:

75% Clinical Services

- Evaluate and treat students with psychiatric symptoms. Primarily responsibilities include diagnosis and pharmacotherapy, and psychotherapy when another therapist is not already providing this service.
- Share on-call, intake, and emergency responsibilities with other staff members.
- Work with Case Managers to ensure that patient dispositions are successfully completed.
- Document and maintain timely and accurate client records.

10% Consultation

Provide consultative support to other counseling center staff regarding management of psychiatrically ill students.

Consult with on-and off-campus health care providers, including Student Health Services, hospitals, community mental health agencies, and private practitioners, OSA case management, etc. to help coordinate care.

Consult with members of the Amherst community — including faculty, administration, staff, parents and students — regarding mental health needs of students.

5% Training/Supervision

Provide training and supervision for APRN's, Psychiatry Residents, Psychology Post-doctoral Fellows, Pre-doctoral interns, and/or Practicum Students by co-leading psychotherapy groups,

teaching seminars, providing rotation training in area of interest and/or providing individual clinical supervision.

5% Professional Development

Attend and participate in-service training activities and case conferences; maintain and promote the highest ethical and professional standards commensurate with training and licensure; pursue professional development in service of the responsibilities of the position and the profession.

5% Perform other duties as assigned

All employees are expected to participate in the College's efforts to create a respectful, inclusive, and welcoming work environment.

3. Internal-External Interaction/Communication:

The success of this position hinges on excellent communication skills both inside the Counseling Center and with our external partners across the campus and beyond. We expect the person in this position to be able to function well in a cohesive, team model and to work collaboratively.

Additionally, because of the nature of psychiatry, the person in this position must have exceptional interpersonal and relationship skills, and be able to work in culturally sensitive ways with a very diverse set of colleagues and students.

4. Education: (include certifications and licenses)

Required:

- Highest degree, MD or DO from an accredited program
- Board Certified in Psychiatry
- Currently licensed, or eligible for licensure in the state of MA as a psychiatrist

5. Experience: (List specific skills necessary to perform this job)

Required:

- 3-5 years of professional experience
- Able to work in a brief treatment model in a fast-paced environment
- Demonstrated ability to work collaboratively with Counseling staff, faculty, administration, and other various personnel/agencies for the effective delivery of services to student
- Demonstrated ability to work with a diverse student body
- Demonstrated commitment to promoting and enhancing diversity
- Outstanding communication, collaboration, interpersonal and relationship skills

- Strong organizational and time-management skills
- Occasional work on weekends and evenings

Preferred:

- Work experience in college or university settings and/or in community mental health
- Advanced study or experience in working with communities of color

6. Environmental and Physical Demands: (Please describe the work environment and unusual physical demands, i.e. lifting requirements.)

Carry, lift, push and pull up to 10 lbs.; repetitive motions including fingers, wrists and hands; visual – normal concentration

7. Decision Making:

This position requires high levels of independent thinking and critical decision-making skills. The person in this position will constantly be making crucial clinical judgments for both their own clients and those of other clinicians when they are on-call or serving students in crisis. The work environment is fast-paced, and although consultation is always available, we expect the person in this position to be able to make routine clinical decisions quickly, effectively, and autonomously. All clinical decisions need to be in keeping with both Massachusetts law and the ethical principles that guide the discipline under which the employee's license is held (e.g. American Psychiatric Association's Ethical Principles).

8. Supervision Exercised/Received:

This position may supervise APRN's, PA's, Psychiatry Residents, Psychology Post-Doctoral Fellows, Pre-doctoral interns, and/or Practicum Students.

All staff receives regular individual administrative supervision from the Director, and participates in case conference in which they receive clinical supervision from their peers.

Supervisory Responsibility: Yes X No _____

Number of Employees Supervised: Generally no more than 2 employees per year