



Elbowoods Memorial Health Center

1058 College Drive
New Town, ND 58763-4400
(701) 627-4750
Fax Number: (701) 627-2809

EXEMPT X
NON-EXEMPT

POSITION DESCRIPTION

POSITION: Psychiatrist
RESPONSIBLE TO: Chief Medical Officer
SALARY: Starting salary will be determined by funding, experience, and training level.
CLASSIFICATION: Non-Management, Regular, Full-time
LOCATION: Elbowoods Memorial Health Center
New Town, ND 58763-0400 and Field Clinics

POSITION SUMMARY: This position is located in the Behavioral Health Department within the Elbowoods Memorial Health Center, New Town, North Dakota and Field Clinics. The Position is a Clinical Position for the prevention, diagnosis, and treatment of mental illness. This position is a management and supervisory position responsible for ensuring policies and procedures are being followed appropriately in accordance with the Accreditation Association for Ambulatory Health Care, Inc., state and federal law to ensure the best quality of behavioral health care is being provided to EMHC patients. Provides oversight and management of the Behavioral Health Team.

ESSENTIAL DUTIES & RESPONSIBILITES:

1. Provide clinical care of behavioral health patients through diagnosis, psychopharmacology, medical care issues, and psychotherapies.
2. Clinical practices in the treatment of mental illnesses and disorders, including bipolar disorder, schizophrenia, anxiety disorders and addictions.
3. Manages a multidisciplinary behavioral health team.
4. Provider supervision of Behavioral Professionals
5. Interviews patients and performs psychiatric diagnostic tests and examinations.
6. Provides direct medical services including making preliminary diagnosis and prescribes and provides treatment.
7. Ensures appropriate medical records are maintained and updated.
8. Communicates effectively with patients and families with multiple health problems and of different backgrounds.
9. Works cooperatively with tribal and out-side referral clinics and hospitals.

10. Develops necessary consultative and back-up resources with the psychiatric and medical community and the State Hospital network.
11. And other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Management Skills
2. Supervisory Skills
3. Familiar with Electronic Medical Records

QUALIFICATIONS, EXPERIENCE, EDUCATION:

- Must have a minimum of a Doctorate in Medicine, Board certified and Licensed in Psychiatry **REQUIRED**. *Must submit copy of degree or transcripts with application.*
- Require proficiency in cognitive-behavioral, brief, psychodynamic, and supportive psychotherapies.
- Must be willing to travel between clinics.
- Must submit and clear Criminal Records Background Check.
- Must submit to an Alcohol/Drug Screen and random testing as per policy.
- Indian Preference will apply. *Must submit documentation with application to qualify for Indian Preference.*
- Veterans Preference will apply. *Must submit documentation with application to qualify for Indian Preference.*

WORKING CONDITIONS:

- Work is performed in an office environment with varying conditions of noise level, temperature, and illumination.
- Occasionally lifts up to 40 pounds of material.
- Requires eye-hand coordination and manual dexterity sufficient to operate keyboard, computer and other office equipment.
- Work situations may be stressful and require irregular hours.
- Potential exposure to blood and other hazardous material, communicable diseases, and other conditions common in a health care environment.
- Work is performed inside and outside the property with exposure to inclement weather and unpredictable crisis situations.
- Shift work may be required.
- Extensive walking is required since interaction between all disciplines within the health care operations and management is required.
- Travel may be required to accomplish facility goals.

ACKNOWLEDGEMENT

This job description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive, and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or

non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR THREE AFFILIATED TRIBES POSITIONS.

APPLICATION PROCEDURE

Submit a Three Affiliated Tribes; ***Application for employment*** with all requirements and supporting documentation to:

**Three Affiliated Tribes
ATTN: Human Resources
404 Frontage Road
New Town, ND 58763**

Please Note: If requirements are not met, i.e. submissions of a resume in lieu of a Three Affiliated Tribes application, or not including a required certification or document, your application will not be reviewed and will be disqualified.

Indian Preference Will Apply: In accordance with Three Affiliated Tribes policy, priority in selection will be given to qualified applicants who provide proof of eligibility for “Indian Preference”.

Veterans Preference Will Apply: In accordance with Three Affiliated Tribes policy, priority in selection will be given to qualified applicants who provide proof of eligibility for “Veteran Preference”.

Applications will not be returned.