

# ONEIDA TRIBE OF INDIANS OF WISCONSIN

## Human Resources Department

### JOB DESCRIPTION

#### **APPLY IN PERSON AT:**

Human Resource Department  
909 Packerland  
Green Bay, WI 54303



#### **OR MAIL TO:**

Human Resource Department  
P.O. Box 365  
Oneida, WI 54155-0365

Phone: (920) 496-7900

Fax: (920) 496-7490

Job Line: 1-800-236-7050

#### **APPLY ONLINE AT:**

[www.oneidanation.org](http://www.oneidanation.org)

**POSITION TITLE:** Psychiatrist  
**POSITION NUMBER:** 09065  
**DEPARTMENT:** Behavioral Health Services  
**LOCATION:** 2640 West Point Road, Green Bay  
**DIVISION:** Comprehensive Health  
**RESPONSIBLE TO:** Behavioral Health Manager/Medical Director  
**SALARY:** P03 \$135,821/Annually (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)  
**CLASSIFICATION:** Exempt  
**POSTING DATE:** April 2, 2010  
**CLOSING DATE:** Until Filled  
**Proposed Start Date:** ASAP

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#### **EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

The Oneida Tribe of Indians of Wisconsin does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

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#### **POSITION SUMMARY**

Under general supervision of the Behavioral Health Manager and Medical Director, provides direct patient care by administering, evaluating and interpreting psychiatric testing and sessions. Prescribes psychiatric medications, treatment recommendations and on going medication management for adult age groups. Continuation of this position is contingent upon funding allocations.

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#### **DUTIES AND RESPONSIBILITIES:**

1. Provide direct patient care to adults including individual psychiatric evaluation; completes written report of findings within a timely manner to assure safe and efficient quality care.
2. Prescribe Psychiatric medication and on going medication management as needed.
3. Provide consultative services and clinical supervision to the mental health, alcohol, tobacco and other drug abuse counselors in accordance with HFS 75 and HFS 61 of the Wisconsin Administrative Codes.
4. Participate in weekly and multi-disciplinary case reviews.
5. Participate in staffing and departmental meetings.
6. Provide a clinical session with client and therapist for the purpose of providing recommendations.
7. Assist Behavioral Health Manager and designated team in assuring the quality and continuity of Behavioral Health Service including referrals and contract care areas.
8. Assist Behavioral Health Manager in developing and updating protocols, policies and procedures as needed.
9. Participate in annual and on-going program planning and evaluation, program screening and data collection as needed.
10. Follows patient safety-related policies, procedures and protocols.
11. Identify, report and correct environmental conditions and/or situations that may put a patient at undue risk.
12. Consult with Outpatient and Emergency Room on behavioral health issues.

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#### **DUTIES AND RESPONSIBILITIES: (Cont.)**

13. Collect and analyzes behavioral data for patients; documents progress and data in Medical Record utilizing objective, measurable methods.
14. Maintain professional and technical knowledge by conducting research, attending seminars, educational workshops, classes and conferences; reviewing professional publications; establishing networks; participating in professional societies; conferring with representatives of contracting agencies and related organizations.
15. Maintains confidentiality of all privileged information.
16. Perform other duties as required
17. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
18. The above duties and responsibilities are not an all inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

#### **PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

1. Frequently walk, sit; use hands to finger, handle, feel; reach with hands and arms;
2. Occasionally stand; and stoop, kneel, crouch, or crawl and lift and/or move up to twenty-five (25) pounds.
3. Work is generally performed in an office setting with moderate exposure to physical risk or injuries due to potential for combative behavior by patients and exposure to second-hand smoke.
4. Evening and/or weekend work and extended hours or irregular shifts may be required.
5. Must complete a Self Disclosing Physical Questionnaire prior to employment.
6. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter as required

#### **STANDARD QUALIFICATIONS:**

1. Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
2. Knowledge of department organization, functions, objectives, policies and procedures.
3. Knowledge of the principles needed to diagnosis and treat clients.
4. Knowledge of the theory, principles and practices of clinical, developmental and counseling psychology.
5. Knowledge of the theory, principles, practices and treatment of alcohol and drug abuse.
6. Knowledge of patient outreach services and activities, funding agencies, and community health care and vocational services.
7. Knowledge and understanding of the Oneida Nation culture, tradition and values.
8. Skill in working with children, adolescents and families.
9. Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment
10. Ability to plan, implement, and evaluate individual patient care programs.
11. Ability to lead and train staff and/or students.
12. Ability to maintain confidentiality.
13. Ability to be billed and reimbursed by commercial insurance and medical assistance.
14. Ability to work independently and meet strict time lines.
15. Ability to work extended hours.
16. Ability to communicate efficiently and effectively both verbally and in writing.
17. Ability to establish and maintain good working relationship with individuals of varying social and cultural backgrounds.
18. Oneida Certification on reporting Child Abuse and Neglect is required within ninety (90) days of employment.
19. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
20. Must complete Health Insurance Portability and Accountability Act (HIPAA) training prior to employment. **(Training will be administered by the Human Resource Department.)**
21. Must be willing and able to obtain additional education and training.
22. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
23. Must pass a background security check prior to and during the course of employment with the Oneida Nation in order to meet the Employment Eligibility Requirements and/or the Tribal State Compact and/or the Tribal Gaming Ordinance as they pertain to the position and the location of the department.
24. A valid driver's license, reliable transportation, and insurance. Must obtain a Wisconsin driver's license within thirty (30) days of employment if applicant has an out-of-state driver's license. Must be authorized as eligible to operate a personal and Tribal vehicle under the Oneida Tribe's Vehicle Drivers Policy prior to actual start date. Must maintain driver's eligibility as a condition of employment.

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### **PREFERRED QUALIFICATIONS:**

**Applicants please clearly state on the application/resume if you meet these qualifications.**

1.

### **MINIMUM QUALIFICATIONS:**

**Applicants please clearly state how you meet these qualifications on the application/resume.**

1. M.D. or D.O. licensed in the State of Wisconsin. Must have completed an approved residency program and be currently certified by the American Board of Psychiatry and Neurology; inc, Deerfield, Il in Adult Psychiatry.
2. Must be licensed as a Psychiatrist by the Wisconsin Department of regulations and licensing.

### **ITEMS TO BE SUBMITTED:**

1. **Must provide a copy of diploma, license, degree or certification upon employment.**
2. **Must submit a copy of residency completion and diploma from the American board of Psychiatry and Neurology.**