

## ASSOCIATE DIRECTOR OF DIVISION (COMMUNITY SERVICE OPERATIONS)

DISTINGUISHING FEATURES OF THE CLASS: Under general direction of the Director of Division (Community Service Operations), an incumbent of this class shares responsibility for the operation and administration of psychiatric care provided to adult and/or child patients requiring psychiatric treatment. Supervision may be exercised over professional, technical and clerical employees and students. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Assists in the integration of a comprehensive psychiatric program for the department;

Assists in the coordination of diagnostic and treatment services to patients;

Provides psychiatric evaluations and diagnoses to assigned cases;

Delivers treatment services to children and adults as required, utilizing all approved methodologies of psychiatric treatment;

Participates in multi-disciplinary and psychiatric staff conferences;

Provides psychiatric consultation to the court systems and to County departments including, probation, social services and correctional facilities;

Trains clinicians, nurses, student social workers and psychological interns;

Prepares reports and documents patient records as required;

Plans individual and group therapy programs;

Provides pharmacotherapy for patients treated in psychotherapy by non-psychiatric staff;

Keeps abreast of developments in the field of Psychiatry.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Comprehensive professional knowledge of the practice of psychiatry; thorough knowledge of current psychiatric treatment and trends; good knowledge of the fields of neurology and biochemistry in their relation to psychiatry; working knowledge of current practices in community psychiatry; ability to do psychotherapy; ability to work cooperatively with allied professional disciplines; ability to supervise and instruct other staff members; sound professional judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from an approved medical school\*, completion of an approved internship and completion of an approved three year residency in psychiatry or neurology, and one year experience in psychiatric practice.

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SPECIAL REQUIREMENT: Possession of a current, valid license to practice medicine in New York State and be board certified or board eligible for certification as a psychiatrist by the American Board of Psychiatry and Neurology.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

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J. C.: Non-Competitive†  
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Job Class Code: E0657  
Job Group: XVIII