



Human Resources

949 West Alameda Street, Santa Fe, NM 87501
Phone: 505-992-9880 Fax: 992-9895
Email: www.santafecountynm.gov

Job Title: Psychiatrist

Department/Division:	Corrections
Salary:	DOE
Position Status:	Full-Time/ At-will
FLSA Status:	Not Covered
Closing Date:	October 31, 2016
Job #:	10-2016-017

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only to provide a summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

Primary Purpose:

Provides direct medical psychiatric treatment, and supervises the medical psychiatric care of assigned patients under treatment by other clinicians, for the inmates at the SFC Adult Detention Center (SFACDC), at the SFC Youth Development Program, (SFCYDP) and the SFC Adolescent Residential Center (ARC) during incarceration. Psychiatric care will be provided in compliance with National Commission of Correctional Health Care (NCCHC) standards and Departmental procedures and under the supervision of the Medical Director for SFCADC.

Essential Job Functions:

- Performs psychiatric evaluations of inmates, including review of medical information obtained by other health care providers; reviews and/or completes the history of an inmate's previous psychiatric treatment, reviews results of lab and other diagnostic tests; establishes diagnoses for mental health problems; prescribes treatment and a follow-up plan for abnormal conditions; documents pertinent normal and abnormal findings in the medical record.
- Prescribes and administers treatment for inmate's psychiatric conditions, including further diagnostic procedures, medications, admission to and release from health care facilities (SFCADC medical unit and suicide watch, hospital, emergency room), and initiates referrals to other physician specialists. Documents results of psychiatric examinations, diagnoses and treatments in the individual inmate's medical record using the SOAP charting format; assures the

maintenance of medical confidentiality and complies with Department and other statutory requirements concerning release of medical information.

- Participates in studies of major health problems affecting inmates and makes recommendations to the Health Services Administrator (HSA) for meeting these problems. Advises and recommends to the HSA, Medical Director, Jail Administrator and the Department Director changes on policies, practices and security requirements relating to the mental health care delivery system. Works with the HSA and the Medical Director in the development of written protocols for the identification of the types of psychiatric problems presented by inmates during incarceration, treatment and follow-up care to be provided on-site and written standards to monitor the adequacy of services provided.
- Obtains written informed consent, according to Department procedures, from inmates prior to administration of any psychiatric diagnostic or treatment procedure which poses a material risk of substantial pain or harm to the inmate; provides information and consultation to inmates and their designated families; as requested, about medical findings and prescribed treatments. Provides psychiatric information to Department employees, other health care providers as necessary to assure continuity of prescribed treatment and programmatic function of the inmate and to maintain the safety and security of the institution; participates with other members of the health care team in the development of individualized treatment plans for inmates requiring special psychiatric supervision.
- Provides education for Santa Fe County Correctional Department staff on psychiatric diagnoses and treatment as requested by the Medical Director and/or the HSA, Department Director and/or the Jail Administrator. Provides on-call psychiatric coverage in accord with the SFCADC on-call policies and procedures; performs emergency psychiatric interventions; assists in the preparation of staff and equipment for psychiatric emergency response.
- Performs work according to guidelines and procedures for maintenance of a secure environment in the correctional setting; represents the Department in court as determined necessary by the SFC Legal Department concerning mental health care delivery; models staff-to-inmate and staff-to-staff pro-social behavior; assumes responsibility for –professional growth and continued education; maintains current unrestricted NM license to practice medicine and certification by the American Board of Psychiatry and Neurology.

Knowledge / Skills :

- Write legible reports in English using correct grammar. Add, subtract, multiply, divide and calculate percentages.
- Ability to effectively interact with others; express thoughts logically; communicate verbally; react quickly and appropriately to emergency situations.

Minimum Qualifications

- Must have an unrestricted Physician's license to practice in the State of New Mexico.

- Must have certification by the American Board of Psychiatry and Neurology.
- Must have a Basic Life Support (BLS) certification. Must possess an Advanced Cardiac Life Support (ACLS) certification.
- Must pass background check (driver's license, criminal history, and wanted persons).
- Must possess a valid New Mexico Class D driver's license. Incumbent may be appointed to drive a Santa Fe County vehicle while conducting County business.

Working Conditions:

Work is performed in a correctional facility. Work schedule shall include shift, evening, weekend, holiday and on-call hours. Frequent standing, walking, sitting, bending, lifting (25 lbs max.), drag up to 175 lbs; must be able to deal effectively and therapeutically with dysfunctional behavior; plan and implement therapy programs. Participants may be argumentative and confrontational at times, requiring quick reflexive responses. May be subject to exposure to health hazards including emergency or dangerous situations which may result in personal injury, death, or hostage situations and to infectious diseases carried by detainees. May be exposed to emotional and job induce stress and tension. Incumbent will be subject to random pat down searches. May be subject to exposure to CRT's and VDT's. Essential employees shall be required to work assigned shifts regardless of adverse weather conditions or holidays. The Psychiatrist performs in an at-will capacity meaning the employee-employer relationship may be terminated at any time with or without cause by either party.

Conditions of Employment:

Selected candidate must submit to and pass a County paid pre-employment physical and drug/alcohol screening. Additionally, selected candidate must submit to and pass a county paid criminal background screening. Selected candidate must possess and maintain a valid New Mexico Class D Drivers License as incumbent shall be appointed to drive a County vehicle during the performance of his/her duties.

Submit Applications to:
Santa Fe County Human Resources
949 West Alameda Santa Fe, NM 87501
Resumes will not be accepted in lieu of the official Santa Fe County employment application.
Proof of education, certificates and/or endorsements must be attached to each application.