



EMPLOYMENT OPPORTUNITY

Center for Families and Children
Human Resources Department
4500 Euclid Avenue
Cleveland, Ohio 44103
(216) 432-7257 (Fax)
careers@c4fc.org

<u>Position:</u>	<u>Location</u>
Staff Psychiatrist (Part or Full Time)	TBD

Job Summary:

Under administrative direction of the Director, Clinical Services and under consultation direction of the Medical Director, provides psychiatric services to agency clients/patients. Maintains required records and documentation. Provides consultation to other CFC staff as requested.

Job Duties & Responsibilities:

Provides routine and emergency psychiatric evaluations for CFC clients and patients.

Maintains medical charts, records and documentation in accordance with standard medical practice and agency policies.

Provides assistance and direction to CFC staff in establishing treatment/service plans for clients/patients. Assumes responsibility for signing off on treatment plans, as needed. Prescribes and monitors client/patient medications as needed.

Assists in the establishment of medical policies and procedures. Adheres to established policies and procedures.

Consults with internal and external sources.

Conducts training for CFC Staff.

Performs other duties as required.

Job Qualifications:

Must be a licensed physician in the State of Ohio. Board certification preferred.

Must have experience working with severely mentally disabled patients in outpatient settings.

Must have good communication skills and the ability to work in interdisciplinary team settings.

Must provide required medical practice insurance documentation.

Must have an awareness of and sensitivity to the cultural diversity of the population served.

Application Procedures:

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For consideration of this employment opportunity, please submit your application materials to the address, fax, or email address noted above. Internal candidates must apply by forwarding an Internal Applicant Bid Form and résumé to the Human Resources Department. (An employment application can be accepted in place of a resume.) External candidates must submit two copies of their résumé and cover letter if applying by postal mail.

**The Center for Families and Children
Human Resources Department
Attention: Staff Psychiatrist
4500 Euclid Avenue
Cleveland, Ohio 44103
HR Fax #: (216) 432-7257
HR Email: careers@c4fc.org**