



<b>Job Title</b>	Assistant Director, Psychiatry Office	<b>Job Code</b>	HS0321
<b>Pay Plan</b>	A&P	<b>Pay Grade</b>	25
<b>Union</b>	Non-Union	<b>FLSA Status</b>	Exempt
<b>Job Family</b>	College of Health Services	<b>Union Code</b>	0
		<b>Subfamily</b>	Counseling/Psychology

**Job Family & Subfamily Summary**

**Health Services Professionals** provide services related to the diagnosis and treatment of patients and medical support functions.

**Counseling/Psychology Professionals** provide psychological and counseling services of a remedial, preventive, and developmental nature through consultation/contact with patients. May provide medical personnel with direction concerning patient care and prevention.

**Job Summary**

This position provides primary medical psychiatry care to students/patients.

**Representative Duties**

**1. Clinical**

- Provides short-term individual counseling/psychotherapy, psychiatric assessment, medication evaluation and follow-up, and crisis intervention/emergency services for students with general mental health issues as well as those with Sexual Assault/Abuse, Eating Disorders, and Alcohol/Substance Abuse issues
- Provides psychiatric consultation services, as requested and assigned by the Medical Director, to medical and mental health staff, student groups, faculty and staff within the university community, (i.e. Counseling Center, Housing, Student Services)
- Participates in clinical research and teaching activities as assigned by the Medical Director
- Provides necessary training and supervision to para-professionals, graduate trainees, and Psychiatry Residents
- Performs other functions assigned by the Medical Director, that contribute to the service offerings of the Student Health Services and the academic mission of the University of Central Florida (e.g., teaching, committee work, liaison with academic or administrative units, participation in university program development)

**2. Supervisory**

- Supervises Psychiatry clinic staff, the Psychiatric ARNP, and part-time OPS Psychiatrists
- Serves as the hiring official for the Psychiatry Department
- Works closely with the Psychiatry Case Manager to manage a Collaborative Care team and coordinates mental health care with the Psychiatry staff, primary care providers, Counseling and Psychological Services (CAPS), and outside community mental health providers
- Provides regularly scheduled consultations to review case load, concentrating on high-risk or unstable patients
- Serves in a leadership role in the co-occurring substance abuse/outpatient psychiatry unit
- Collaborates with SUD Associate Director and the SUD programming office to coordinate care of students with co-occurring psychiatric and substance abuse issues
- Assists in the development and direction of established and new programs in the department by individual recommendations, committee membership and staff meetings

**3. Collaboration**

- Serves as Chief Liaison to CAPS; collaborates closely with CAPS to coordinate care of patients requiring ongoing psychotherapy and other CAPS services
- Chief liaison with other UCF departments and divisions regarding mental health issues
- Attends and consults with Medical Hold Committee, Crisis Committee, Student of concern, Substance Abuse Treatment Teams, Student Disability Services, and other UCF departments and divisions regarding mental

**Education, Experience, Skill Requirements**

	<b>Required</b>	<b>Preferred</b>
<b>Education Level</b>	Bachelor's	Master's
<b>Certification(s)</b>	N/A	
<b>Licensure(s)</b>	N/A	
<b>Work Experience</b>		
4+ years of relevant work experience 1+ years of leaderships experience		
<b>Additional Requirements</b>		

**Physical/Environmental Demands**

Standard office environment with no unique physical demands

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications needed of the job.