**INTERCEPT YOUTH SERVICES**

**JOB DESCRIPTION**

**Job Title:** Psychiatric Physician Assistant

**Department:** Psychiatric Services

**Reports To:** Director of Psychiatric Services

**FLSA Status:** Exempt

**Prepared By:** Human Resources

**Prepared Date:** October 2016

**Approved Date:** October 2016

**Summary:** The Physician Assistant is responsible for providing services to clients in an outpatient setting. Will be able to function independently with minimal supervision. Will start and change medications as needed for client.

**Education:** A Master’s Degree from an accredited college or university. Must be a licensed physician assistant with current Drug Enforcement Administration (DEA) certification.

**Experience:** Previous clinical experience with psychiatric population required

**Essential duties include the following. Other duties may be assigned as needed.**

* Perform thorough psychiatric evaluations and/or assessments.
* Order and interpret diagnostic studies, establish and manage treatment plans, and prescribe medications whenever he/she feels that it is appropriate.
* Instruct and/or counsel clients and their families with regard to their illness and treatment regimens as needed.
* Facilitate client access to other providers by recommending appropriate referrals whenever he/she feels it is necessary.
* Maintain all certification requirements recommended by the Board of Medicine as well as understanding and complying with all current laws, rules and regulations which govern the practice of physician assistants in the State of Virginia.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**LANGUAGE SKILLS**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to associated stakeholders.

**MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Valid driving record, safe automobile, current and sufficient auto insurance. Licensed by the Virginia State Board of Health Professions in respective field of practice.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* Phone-related tasks require the ability to hear and speak.
* Copying, filing, and other record keeping duties require the ability to stand, sit, and move from one position to another easily.
* Computer work requires the ability to input data from a keyboard quickly and efficiently (use of fingers/ability to feel).
* Close computer work requires clear vision as well as ability to adjust focus when returning to other tasks.
* Prolonged periods of sitting and/or standing, occasional bending and stooping.
* Ability to lift and exert up to 10 pounds of force occasionally.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties require working in office environment with moderate noise level, including computers, printers, ringing phones, copy equipment.

**ACCEPTANCE OF JOB DESCRIPTION**

I hereby acknowledge understanding of the duties outlined above and agree to perform them to the best of my ability. I also understand that my performance will be formally evaluated by my supervisor at least annually and that evaluation will be thoroughly discussed with me. I have received a copy of this job description.

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Employee Date