



JOB DESCRIPTION

TITLE: DIRECTOR OF MEDICAL SERVICES
STATUS: Employee
REPORTS TO: President /CEO
SUPERVISES: n/a

Primary Purpose of Position: The Director of Medical Services is responsible for providing administrative direction and leadership for all medical services; as a member of the executive management of the Foundation, strive to maintain the highest quality patient care within a multidisciplinary, service-oriented treatment.

The following statements reflect the general responsibilities and standards associated with the performance of this job. This description is not intended and shall not be interpreted as a comprehensive list of all tasks, duties, responsibilities, and skills required.

ESSENTIAL DUTIES:

- ❖ Monitors, evaluates and reviews clinical supervision procedures for all licensed medical staff.
- ❖ Ensures that all medical policies and procedures are updated and revised as necessary and that staff function according to approved policies and procedures.
- ❖ In concert with the President and CEO and the Vice President and Chief Clinical Officer, designs and develops cost effective programs or activities to optimally benefit the substance abuse and dual diagnosis patient.
- ❖ Strives to address and meet the needs of all Foundation constituents including employees, patients, alumni, referral sources and insurers.
- ❖ Responsible for the overall provision and maintenance of quality medical care for all patients.
- ❖ Provides education and training to staff, patients and others about chemical dependency, including new developments, techniques, scientific findings, etc., through staff in service, patient lectures and community/professional training.
- ❖ Provides consultation to medical, clinical and administrative staff regarding the appropriateness of admission or continues stay or the need for referral or discharge of certain patient/participants in Livengrin programs.
- ❖ Provides medical evaluation and treatment services to patient as required.
- ❖ Makes referral to appropriate outside clinicians and/or facilities for medical treatment as required.

JOB HAZARDS:

That requires PPE: NONE

MENTAL REQUIREMENTS:

- ❖ Ability to concentrate for long periods of time, with interruptions.
- ❖ Ability to cheerfully and positively interact and communicate verbally and in writing.
- ❖ Ability to maintain composure under stress and when dealing with angry or unhappy people.
- ❖ Ability to work cooperatively and productively with coworkers and administration.

LIVENGRIN FOUNDATION, INC.**JOB DESCRIPTION****PHYSICAL REQUIREMENTS:** (with or without the aid of mechanical devices.)

- ❖ Ability to use a computer, including full utilization of electronic health records (EHR).
- ❖ Ability to use a calculator, telephone and other related equipment.
- ❖ Ability to read, in English, various complex documents, frequently in small print.
- ❖ Ability to respond to audible emergency signals/alarms on equipment and fire alarm.
- ❖ Ability to communicate verbally and in writing.
- ❖ Ability to communicate clearly on a telephone.

EDUCATION/TRAINING/EXPERIENCE:

- ❖ Five years' experience in chemical dependency treatment, at least three which must be in a management/supervisory position.
- ❖ Medical degree and license to practice in Pennsylvania.
- ❖ Certification in Addiction Medicine by the American Society of Addition Medicine (ASAM) preferred.
- ❖ Current DEA registration.

EMPLOYEE PRINCIPLES:

- ❖ I will be committed to Livengrin's culture and standards of customer service, recognizing the purpose of working with those we serve.
- ❖ I will provide quality care and respect the distinct needs and values of those we serve.
- ❖ I will be personally accountable for my actions and behaviors and demonstrate a sense of ownership in my job at Livengrin.
- ❖ I will promote the Foundation and its mission, vision and charitable efforts.
- ❖ I will continue to seek new opportunities to learn, improve, teach and add value.
- ❖ I will accurately represent my own competence, education, training, and experience.
- ❖ I will avoid any relationship that may create a conflict of interest.

- ❖ I will be a team player and support the culture of trust and respect and value the diversity of my peers and those we serve.
- ❖ I will be committed to the highest standards of fairness and ethical behavior.
- ❖ I will respect the differences among people of different races, genders, cultures, creeds, ethnic and socioeconomic backgrounds.
- ❖ I will conduct myself with honesty and integrity and maintain confidentiality of information and comply with federal HIPAA guidelines at all times.
- ❖ I will discuss information obtained in professional relationships only for professional purposes and only with persons clearly concerned with the case.
- ❖ I will comply with all policies & procedures, protocols and laws and regulations.

I received and read this job description and state that I am able to perform the essential tasks of the position.

Print Name: _____

Signature: _____ Date: _____

Supervisor: _____ Date: _____