



### **Chief of Staff for Psychiatric Services**

Kalamazoo Community Mental Health and Substance Abuse Services is seeking a Chief of Staff for Psychiatric Services who has experience working with individuals of diverse racial, ethnic, and cultural backgrounds to provide direct psychiatric services and serve in an executive capacity. Reporting to the Chief Medical Officer, duties include:

- Provides first line supervision for assigned staff including hiring, training, monitoring, evaluating, and disciplining in collaboration with the Director of Integrated Health Services when necessary.
- Manages daily operations of psychiatric services to a diverse population of persons served utilizing accepted standards of practice and KCMHSAS mission, vision, values and guidelines.
- Provides direct psychiatry services.
- Develops and implements protocols, policies and procedures to meet and respond to regulatory changes as required.
- Works in collaboration with the Chief Medical Officer and the Director of Integrated Health Services to develop and execute strategic business plan for psychiatric services.
- Monitor the practice areas within accepted standards.
- Assures medical coverage at each of the sites where KCMHSAS provides services and for emergency services including assessing appropriate evaluation, diagnosis, treatment and screening whenever indicated.
- Assures that all persons served receive appropriate evaluation, diagnosis, treatment, medical screening and medical/psychiatric evaluation whenever indicated, and that all medical/psychiatric care is appropriately documented in the medical record.
- Assures that all clinical staff receives appropriate clinical supervision, staff development, performance management, and in-service training through management coordination with the Director of Integrated Health Services.

#### Position Requires:

M.D. or D.O. degree as well as 3 years clinical experience with children and/or adults with mental illness and substance abuse. Three years managerial/supervisory experience with mental health population. Computer skills, including word processing, spreadsheets, database management, e-mail necessary; experience with electronic medical record preferred. Required licenses: Valid DEA, valid Michigan Medical license and current recognized Board Certification/eligibility, and a valid Michigan Motor Vehicle Operator's license.

We offer competitive compensation and fringe benefits, including medical, vision and dental insurance; disability and workers compensation insurance; paid holidays, paid time off (PTO) plan, continuing education, defined benefit pension plan and deferred compensation plan. Relocation assistance is available.

Individuals of diverse racial, ethnic, and cultural backgrounds along with bilingual candidates are encouraged to apply. KCMHSAS is an equal opportunity employer that encourages diversity and inclusion among its workforce. We strive to empower people to succeed. **Apply online at [www.kazooemh.org/careers](http://www.kazooemh.org/careers)**

Located in Southwest Michigan, about two hours from Chicago, Kalamazoo features a vibrant and progressive downtown that sets the stage for quality dining, eclectic shops and galleries, and live entertainment. Plus, you're never far from lakes and outdoor recreation, festivals, and world-class attractions. There are things to do in every season! Kalamazoo is the sixth largest metropolitan area in Michigan and among the 150 largest in the country. We are home to the Kalamazoo Promise that guarantees college tuition to graduates of the Kalamazoo Public Schools--the largest program of its kind anywhere. We have three higher learning institutions, two nationally recognized healthcare systems and wide variety of industries and businesses call Kalamazoo home, including major players in the pharmaceutical, medical science, and craft beer industries. Kalamazoo is a great place to live and raise a family!