



the brookline center
for COMMUNITY MENTAL HEALTH

Associate Medical Director

The Brookline Community Mental Health Center is a dynamic, culturally responsive community mental health center that strives to meet the evolving mental health needs of Brookline and Greater Boston children, families and adults. For over 50 years, The Center has served those with limited access to care including low- and moderate-income residents, those from diverse population groups, and those with serious mental illness.

The role of the Associate Medical Director is to provide clinical and administrative oversight of the psychiatric component of program services, collaborating with clinicians and program management to effectively accomplish program goals. The position reports to the Center's Chief Medical Officer. The role is a combined clinical and administrative position. In this document "psychiatric services" refers to all medical and pharmacotherapeutic services.

We are actively interested in ensuring that the Brookline Center for Community Mental Health represents a range of experiences and backgrounds. Qualified candidates with diverse racial, cultural, multilingual, religious, class, and/or gender background, and experiences are strongly encouraged to apply.

Responsibilities:

- Ensures that the quality of psychiatric services provided by the agency meets prevailing standards; Participates in quality improvement, auditing, and performance management processes including evaluating quality of psychopharmacological decisions.
- Develops and administers process of medication consultation including reviewing requests, assigning clients to prescribers, and developing systems for scheduling and registration in collaboration the Chief Operating Officer.
- Ensures that clients' medical and psychiatric needs are appropriately addressed, that all persons served receive appropriate medical screening, evaluation, diagnosis and treatment.
- Participates in clinical decision making regarding including intake, case assignment, level of care determinations.
- Establishes, implements, and provides ongoing evaluation of documentation standards of the medical staff in accordance with Center expectations.
- Assures provision of appropriate clinical supervision of all psychiatrists and nurse practitioners. Collaborates with program management to complete performance evaluations.
- Participates in implementation of clinical staff development and clinical training activities.
- Provides direct psychiatric services through the comprehensive evaluation, diagnosis, treatment planning and treatment of patients in the services assigned him/her.
- As directed by Chief Medical Officer, serves as the primary medical liaison on behalf of the agency with external funding sources, provider organizations, peer organizations and the external medical community.

- Ensures the availability of adequate psychiatric staffing including participating in the recruitment and development of prescribers including psychiatrists and nurse practitioners.
- Assume other administrative duties and responsibilities as delegated by the Chief Medical Officer.

Qualifications:

- Board-certified Child or Adult Psychiatrist with at least 2 years of experience post-residency in an administrative role.
- Licensed to practice medicine in Massachusetts.
- Demonstrated success in a leadership role.
- Strong critical thinking and problem-solving skills.
- Demonstrated sound clinical judgment.
- Ability to foster a cooperative work environment.
- Ability to gather data, compile information, and prepare reports.
- Ability to function in a calm manner during crisis situations.
- Ability to speak effectively with clients, clinical personnel, and Center staff.
- Ability to solve problems and deal with a variety of complex variables in situations where only limited standardization exists.
- Proficiency in Microsoft Outlook, Word, Excel and Power Point
- High level of skill and experience with documentation in electronic health records

Salary/Benefits:

Salary commensurate with experience. The Brookline Center offers a comprehensive benefits package that includes medical, dental, vision insurance, long-term disability and life, flexible spending accounts, retirement plans and generous paid time off.

Equal Employment Opportunity

The Brookline Center is an equal opportunity employer, committed to workplace diversity. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.