

## Coalition for Hispanic Family Services

### JOB DESCRIPTION

**Program:** Mental Health Clinic  
**Job Title:** Child and Adolescent Psychiatrist  
**Reports To:** Director of Mental Health Services  
**Date Available:** Immediately  
**Date Posting:** June 12, 2019 – Open Until Filled

**To apply:** Submit a resume and cover letter with qualifications to Jeannette Burgos, Deputy Executive Director, at [jburgos@hispanicfamilyservicesny.org](mailto:jburgos@hispanicfamilyservicesny.org).

### DUTIES AND RESPONSIBILITIES:

In collaboration with the child/youth's family, clinicians and other staff members of the clinic oversee and monitor the psychiatric treatment of children receiving psychotherapy at the children's outpatient mental health clinic.

### RESPONSIBILITIES:

- Review new admissions.
- Review clinical case treatment progress and termination and medical and lab work.
- Available to staff for special consultative conferences and training of staff.
- When possible, attend collaborative meetings with program staff.
- Provide psychiatric evaluations and medication supervision to a diverse population of children, adolescents and young adults.
- Maintain electronic health records in compliance with State, County and New York State Office of Mental Health.
- Psychiatric over site of all cases within the clinic.
- Prescribing and monitoring of medications for all clients prescribed medications.

### Qualifications:

A Psychiatry degree with specialized training in child and adolescent psychiatry. A current license to practice as a psychiatrist in New York State. A current DEA registration for the prescribing of controlled substances.

Knowledge of Spanish preferred, but not required.

Understanding and appreciation of the roles of race, religion, ethnicity, sexual preference, and individual values as they relate to servicing clients and families.

Resumes and letters of interest should be addressed to: Jeannette Burgos, Deputy Executive Director, Coalition for Hispanic Family Services, 315 Wyckoff Avenue, Brooklyn, New York 11237 [jburgos@hispanicfamilyservicesny.org](mailto:jburgos@hispanicfamilyservicesny.org), 718-497-6090 ext. 362