

Mid-Atlantic Recovery Center - Job Description

Date:	Job Title:	Code:
1/30/2020	Medical Director (MD)	§ 410

Description:

Mid-Atlantic Recovery Center Medical Director is a highly motivated person with a dedication to excellence who is able to handle patient needs with compassion and integrity. The Medical Director works with the nursing staff, Program Director and Operations Manager to oversee the dispensing of medicine and meeting the clinic's goals.

Supervisor: The Medical Director reports directly to the Operations Manager

Hours: 8 per week

Primary Duties and Responsibilities of Medical Director (MD):

- Develops, implements, and evaluates the medical practice delivery model in accordance with the goals of Mid-Atlantic Recovery Center.
- Participates in the recruitment, selection, and promotion process for medical staff.
- Performs clinical supervision of clinic staff, including regular performance appraisals and feedback.
- Advises on purchases of all medical equipment and supplies.
- Reviews, updates and maintains all patient medical charts.
- Signs off on all charts and doses.
- Participates in all medical and clinical reviews, audits and programs as applicable.
- Demonstrates a caring and helpful attitude when interacting with patients, vendors and fellow employees.

Qualifications, Education and Training:

- Licensed with state as Medical Director with 3-5 years experience
- First Aid and CPR
- Prior experience in substance abuse, mental health treatment, or addiction medicine preferred
- Fundamental knowledge of professional nursing principles, techniques, and basic addiction medicine science and of community health and welfare resources
- Accuracy of record keeping with understanding of HIPAA, Federal, State & CARF standards & regulations.
- Strong leadership, interpersonal and communication skills with the ability to work effectively with a wide range of personalities in a diverse community.