

**Jefferson County
Position Description**

Name: _____ **Department:** Human Services
Division: Behavioral Health

Position Title: Medical Director **Pay Grade:** _____ **FLSA:** _____
Date: February 2026 **Reports To:** _____

Purpose of Position

The purpose of the Medical Director position is to provide clinical leadership and oversight for Jefferson County’s behavioral health programs, ensuring high-quality, evidence-based mental health treatment and psychiatric care across multiple service areas such as Comprehensive Community Services (CCS), Community Support Program (CSP), Integrated Behavioral Health Outpatient Clinic, and Emergency Mental Health (EMH). This role is responsible for supervising medical staff, guiding complex medication and treatment decisions, maintaining compliance with state and federal regulations, and serving as the primary medical liaison to community providers and hospitals.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Coordinates and leads the medical staff of Human Services employees and contractors such as the APNPs, and psychiatrists.
- Serves as Medical director for the Ch 51 board, CCS license (DHS 36), CSP license (DHS 63), Emergency Mental Health Services (Ch 34) Outpatient clinic (DHS 75).
- Serves as Medical Director for Human Services, and provide supervision and oversight to our CBRF, Lueder House for all admissions and discharges (DHS 83).
- Provides mental health assessments, diagnoses, treatment plans and medication management, and evaluates progress for behavioral health consumers/clients.
- Prescribes medications, report adverse events through completion of the FDA Form 3500 if indicated and refer appropriately for consultation or specialty medical services.
- Responsible for the continuing mental health care of assigned patients and for making appropriate dispositions or referrals and acting as liaison to other community resources, including the State of Wisconsin Mental Health Hospitals.
- Communicate with clinicians and various staff regarding patient status and progress to provide education, guidance, case management, and follow-up, in order to ensure continuity of care.
- Set and oversee clinical standards of care (evidence-based, trauma-informed, culturally responsive).

- Ability to take calls from the Behavioral Health Division Nurses, CSP team, CCS, Clinic and Crisis Intervention Team throughout the work week to clarify medication orders, respond to consumers concerns or side effects, and in an effort to mitigate a consumer being hospitalized.
- Ensures accurate and timely documentation in a manner that meets all federal, state, agency, department and individual program rules and requirements.
- Testifies in court as needed to support the needed treatment of JCHSD consumers.
- Completes forms as requested for Social Security Disability.
- Completes necessary court paperwork for third party petitions as appropriate.
- Completes insurance credentialing paperwork for Billing Management or other third-party bill payers to ensure insurance reimbursement.
- Stays apprised of behavioral health program trends by attending team meetings, meeting with behavioral health manager and supervisors as needed. Review complex or high-risk cases (suicidality, psychosis, polypharmacy, frequent hospitalizations).
- Assists with development and review of clinical policies and procedures.
- Completes ongoing continuing education and license renewal per state requirements.
- Builds relationships with hospitals, emergency departments, primary care, and specialty providers.
- Supports data-informed decision-making (outcomes, trends, gaps) in combination with person-centered care.
- Supports equity, inclusion, and culturally responsive practices.
- Models ethical decision-making and professional integrity.
- Reviews, amends and updates policies and procedures related to psychiatric prescribing.
- Adheres to and promotes safety as a priority in the workplace.
- Performs other duties as assigned or as may be needed.
- Demonstrates dependable attendance.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

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Minimum Training and Experience Required to Perform Essential Job Functions

- Graduation from a recognized medical school, and completion of an approved four-year residence in psychiatry.
- Two years of experience as a psychiatrist specializing in mental health service programs in a hospital, clinic, or institution.
- Credentialed to bill Medicaid (or eligible). Experience with serious mental illness, substance use and co-occurring disorders.
- Minimum of one year experience in and knowledge of the neuropsychopharmacology of antipsychotic medication preferred. Comprehensive knowledge of psychotropic medications to include long-acting injections.

Preferred Training and Experience Required to Perform Essential Job Functions, in addition to the minimum requirements:

- Six years of related experience and or training.
- Experience with CCS, CSP, EMH, Outpatient level of care and Ch 51.

Other Requirements – Certificates/Licensures

- Required: WI Controlled Substances Registrations. DEA registration. WI Psychiatric Board certified, Medical Degree with Psychiatric residency
- Preferred: American Board of Psychiatry and Neurology (ABPN)

Knowledge, Skills, Abilities

- Ability to read, analyze, and interpret the most complex documents.
- Ability to respond effectively to the most sensitive inquiries or complaints.
- Ability to write speeches and articles using original or innovative techniques or style.
- Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.
- Highest Skills: Ability to comprehend and apply principles of advanced calculus, modern algebra, and advanced statistical theory.
- Ability to work with concepts such as limits, rings, quadratic and differential equations, and proofs of theorems.
- Highest Skills: Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems.
- Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.) in its most difficult phases.
- Ability to deal with a variety of abstract and concrete variables.
- Moderate involvement with the administrative responsibility for the budget development, monitoring and/or approval as well as managerial oversight of the budget function.
- Usually involves the ability to spend up to \$500 without higher level of approval.
- Direct others to complete assignments, others may include students, part time staff, or other individuals assigned in one's area of responsibility.
- Contacts are maintained at the highest level, with a particular emphasis on external relations. These involve very considerable communication, advocacy and negotiation skills which can make a major and long-term impact on the performance and reputation of the organization.

Supervision

- None

Physical Demands.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

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While performing the duties of this position, the employee is regularly required to sit; use hands to finger, grasp, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. Lifting, moving, pushing or pulling up to 25 pounds does not generally occur, but may occur when lifting boxes, books or paper. Specific vision abilities required by this job include close vision, color vision, depth perception and ability to adjust focus, distance vision.

Work Environment.

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

Work is primarily performed in a standard office setting with a moderate noise level, such as from conversations, office equipment, and routine activity. Requires the ability to focus and remain productive in a dynamic environment with occasional interruptions. May occasionally attend meetings or events outside the office, requiring travel within the county or region.

While performing the duties of this position, the employee is rarely exposed to adverse environmental conditions. Could possibly be at risk of personal danger, other dangerous situations, and emergency situations. Frequently working with potentially upset people. May be required to work nights, weekends, and potentially be on call and called out.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand the duties of this job description and, by signing below; I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee

Date

Supervisor

Date
