



Job Description

Addiction Medicine Physician

Job Title:	Addiction Medicine Physician
Department:	Medical/Clinical
Supervisor:	Medical Director
FLSA Status:	Exempt
Prepared By:	Medical Director
Approved By:	Board of Directors
Approved Date:	July 2017; revised 2022; revised 2025
Location:	Outpatient Treatment Center, Long Beach, CA

Summary:

In the vital role of the Addiction Medicine Physician for our substance use and co-occurring mental health treatment center, the incumbent will assume the responsibility of providing health assessments, specialized Medications for Addiction Treatment (MAT) assessments and outpatient MAT services.

Working closely with our dedicated, multidisciplinary treatment team, the Addiction Medicine physician will coordinate with the Medical Director to offer their insightful perspective to ensure that our treatment plans are not only comprehensive but also carefully tailored to the unique needs of each patient. In the spirit of patient-centered care, they will take into consideration factors such as co-occurring mental health disorders, individual preferences, and potential barriers to treatment success. By doing so, they will contribute to the development and implementation of personalized treatment plans that increase the likelihood of positive outcomes.

Essential Duties and Responsibilities:

Including, but not limited to, the following described duties - reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Other duties may be assigned.

- 1) Conduct comprehensive Medications for Addiction Treatment (MAT) assessments, evaluating patients' suitability for MAT interventions and formulating individualized treatment plans.
- 2) Deliver outpatient MAT services, including medication prescribing, monitoring, and adjusting, in accordance with evidence-based practices and established protocols.
- 3) Provide MAT education to patients, as needed, and to clinical treatment team.

- 4) Collaborate with the treatment team to develop and implement comprehensive treatment plans that address both addiction and mental health concerns for each patient.
- 5) Comply with all clinical standards of best practice, licensing, accreditation standards and other local, state, and federal regulatory and reporting requirement and interpret and support said standards and requirements to others.
- 6) Research and maintain knowledge of evidenced-based practices, as well as updates regarding treatment of substance use disorders and recovery-based services.
- 7) Offer insightful perspectives during treatment team meetings, contributing to the development of personalized treatment plans that consider co-occurring disorders, individual preferences, and potential barriers to treatment success.
- 8) Ensure the continuity of care by establishing effective communication channels with other healthcare providers involved in a patient's treatment, including primary care physicians, therapists, and social workers.
- 9) Stay informed about emerging research, evidence-based practices, and advancements in addiction and mental health treatment, and integrate this knowledge into clinical decision-making and practice.
- 10) Uphold ethical and legal standards in the practice of addiction and mental health treatment, including maintaining patient confidentiality, informed consent, and respecting patient autonomy.
- 11) Participate in staff meetings, trainings, and professional development activities to enhance clinical knowledge and skills, and promote a culture of continuous learning within the medical team.
- 12) Stay abreast of insurance policies and reimbursement procedures related to addiction and mental health treatment, advocating for patients' access to necessary services and navigating insurance challenges.
- 13) Promote health education and preventive measures among patients, empowering them with knowledge and skills to enhance their overall well-being and reduce the risk of relapse.
- 14) Embody the values and mission of our addiction and mental health treatment center, modeling compassion, empathy, and professional integrity in all interactions with patients, colleagues, and the community.

Covenant to **Comply with Physician's Code of Conduct**: One of a Physicians' core professional obligations includes acting in, and advocating for, patients' best interests.

Education:

Successful completion of a course of study and attainment of a Medical Degree (M.D. or D.O.) from an accredited medical school and at least two (2) years' post graduate experience working with diverse populations.

Certificates, Licenses, Registrations:

- 1) Must possess a current and unrestricted Board Certification in Addiction Medicine;
- 2) Ideal candidate will also possess a current and unrestricted Board Certification in Family or Internal Medicine;
- 3) Must hold a valid medical license to practice medicine in the State of California.
- 4) Must have a valid California Driver's License (or valid out-of-state license and be able to obtain a California Driver's License), valid automobile insurance, a satisfactory driving record, and meet all requirements of the company's insurance policies.

Professional Experience:

Minimum of two (2) years' post graduate experience as a medical doctor, working with diverse populations dealing with mental health and substance use disorders.

- 1) Proven track record of success in addiction medicine;
- 2) Demonstrated experience in the following areas:
 - a. MAT;
 - b. Addiction medicine;
 - c. History & Physicals;
 - d. Therapeutic interventions;
 - e. Regulatory compliance;
 - f. Collaboration and interdisciplinary care;
 - g. Cultural sensitivity and diversity;
 - h. Ethical and legal considerations;
 - i. Health promotion and disease prevention;
 - j. Safety and crisis management;
 - k. Electronic Health Record Systems;
 - l. Clinical decision making;
 - m. Patient care;
 - n. Case collaboration with families, providers, and sober livings;
 - o. Completing insurance charting and clinical documentation; and –
 - p. Motivational interviewing.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Language Skills:

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from clients, regulatory agencies, or members of the business community. Ability to write speeches and articles for

publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors. Bilingual in Spanish desired.

Mathematical Skills:

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Database software; Internet software; Microsoft Office Suite Spreadsheet software, Word Processing software, and Electronic Health Record Systems.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

- Analytical - Synthesizes complex or diverse information; collects and researches data; uses intuition and experience to complement data; designs work flows and procedures; consistently finds and incorporates new scientific research into the program culture.
- Job Knowledge - Competent in required job skills and knowledge; exhibits ability to learn and apply new skills; keeps abreast of current developments; requires minimal supervision; displays understanding of how job relates to others; uses resources effectively.
- Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.
- Project Management - Develops project plans; coordinates projects; communicates changes and progress; completes projects on time and budget; manages project team activities.
- Cooperation - Establishes and maintains effective relations; exhibits tact and consideration; offers assistance and support to co-workers; works cooperatively in group situations; works actively to resolve conflicts.
- Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings.
- Teamwork - Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit;

- puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.
- Written Communication - Writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; presents numerical data effectively; able to read and interpret written information.
 - Change Management - Develops workable implementation plans; communicates changes effectively; builds commitment and overcomes resistance; prepares and supports those affected by change; monitors transition and evaluates results.
 - Quality Management - Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness.
 - Visionary Leadership - Displays passion and optimism; inspires respect and trust; mobilizes others to fulfill the vision; provides vision and inspiration to peers and subordinates.
 - Business Acumen - Understands business implications of decisions; displays orientation to profitability; demonstrates knowledge of market and competition; aligns work with strategic goals.
 - Conflict Resolution - Encourages open communications; confronts difficult situations; maintains objectivity; keeps emotions under control; uses negotiation skills to resolve conflicts.
 - Cost Consciousness - Works within approved budget; develops and implements cost saving measures; contributes to profits and revenue; conserves organizational resources.
 - Ethics - Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and principles; upholds organizational values.
 - Organizational Support - Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values; benefits organization through outside activities; supports affirmative action and respects diversity.
 - Strategic Thinking - Develops strategies to achieve organizational goals; understands organization's strengths & weaknesses; analyzes market and competition; identifies external threats and opportunities; adapts strategy to changing conditions.
 - Adaptability - Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.
 - Dependability - Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals;

completes tasks on time or notifies appropriate person with an alternate plan.

- Innovation - Displays original thinking and creativity; meets challenges with resourcefulness; generates suggestions for improving work; develops innovative approaches and ideas; presents ideas and information in a manner that gets others' attention.
- Judgment - Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.
- Planning/Organizing - Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; organizes or schedules other people and their tasks; develops realistic action plans.
- Quality - Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.
- Safety and Security - Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.

Physical Demands:

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

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; stoop, kneel, crouch, or crawl and talk or hear. The employee must frequently lift and/or move up to 10 pounds, occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and ability to adjust focus. Must be able to travel by personal vehicle or public transportation to client and/or conference and event locations.

Work Environment:

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

The noise level in the work environment is normal for an outpatient mental health and substance abuse clinic.

Acknowledgments:

The herein described job description is not intended to be an all-inclusive list of duties and/or standards of the position. Incumbents will follow any other instructions and/or perform any other related duties as required or assigned by their supervisor.

Employee has read through the above-described list of duties and expectations, and has had an opportunity to discuss the same with the employer prior to signing below.

Date Employee Signature

PRINT: Employee Name

Date Supervisor / Manager Signature