



Job Description

Department:	Department of Mental Health	Location:	San Fernando/Canoga Park
Job Title:	Consulting Psychiatrist	Reports to:	Viviana Hernandez
Exempt/Non-Exempt:	Consultant/Non-Exempt	Revision Date:	10/2025
Position Type:	Part-Time	JD Approved by:	Angie Sanchez
Pay Range	\$150 - \$200 Per Hour / (salary negotiable)	Apply at:	Viviana.h@ecda.org angie.s@ecda.org

Job Description

Position Summary

The (consulting) Psychiatrist, within their scope of practice, delivers comprehensive psychiatric and medication services to clients of El Centro De Amistad. These services extend to clients enrolled in our outpatient programs, catering to children, youth and adults. Psychiatry sessions may be delivered via Agency-authorized virtual platform, or by in-office sessions, however, must be effective for clients and their families.

Role and Responsibilities

- Conduct initial evaluations and follow-up sessions to diagnose and treat mental health disorders.
- Prescribe, direct, and monitor psychotherapeutic treatments and medications to treat each client's specific diagnoses and conditions.
- Obtain informed consent and maintain accurate client records and histories relevant to their ongoing treatment episodes.
- Collaborate with mental health professionals and paraprofessionals to develop and implement treatment plans.
- Work with families and/or conservators when requested and necessary for the treatment of individual clients.
- Complete any necessary legal documents related to medication prescription
- Order necessary laboratory tests and analyze and evaluate results.
- Maintain accurate and timely documentation in electronic health records (EHR).

Qualifications and Education Requirements

- MD Degree
- Bilingual (English/Spanish) with excellent oral and written communication skills.
- Must maintain a valid license to practice medicine in the State of California (M.D.).
- Must maintain a current DEA certificate.
- Must have their own electronic prescription account.
- Must possess knowledge and experience working with individuals with severe psychiatric disorders and co-occurring disorders, including children, youth and adults.
- The ideal candidate should be personable and have experience in the social services field with familiarity in the mental health field.
- Must clear HIPAA certification, Department of Justice, and TB clearance.
- Must have a reliable vehicle/access to transportation, valid California driver's license, and be responsible for all liability on vehicle.

Preferred Skills

- Comfortable working with clients who may be resistant to treatment and medication.
- Must have great organizational skills, be detail oriented and be a self-starter with the ability to multitask.
- Ability to collaborate effectively with all team members in a multidisciplinary setting.
- Candidate needs to be motivated and able to communicate effectively, and efficiently, both verbally and in written format.
- Proficient in electronic medical record documentation and electronic prescribing.
- Experience with Department of Mental Health (DMH) documentation expectations and practices.



Job Description

- Strong computer literacy including Microsoft Word, Excel, Access, Adobe PDF, Outlook, Google Drive, Internet, and other standard equipment

Comment

Candidates must be able to work effectively with their team and Manager, demonstrate adaptability, and can accomplish program goals and objectives. Candidates should demonstrate empathy, courtesy, interest, and a willingness to adhere to safety rules, as well as computer, email, Internet, and dress code policies. Must have valid California driver's license and use of personal vehicle that has liability car insurance. Candidates will receive their required BBS supervisory ratio for client services provided.

The benefits of joining the ECDA team include (If eligible: health insurance, vision, dental, long-term disability, AD&D, life insurance), vacation, sick leave, paid holidays, jury duty, bereavement, and 401K matching.

All employees must demonstrate an understanding, patient, and receptive attitude toward individuals of varied age groups, behaviors, and varied disabilities. Employees must have the ability to maintain composure under stressful conditions. Staff must be able and willing to work with clients who have special needs and/or aggressive behaviors (i.e., biting, kicking, hitting, emotional outburst, etc.). Staff must have behavior management strategies and techniques relating to clients experiencing behavioral difficulties, positive behavioral interventions and applied behavioral analysis.

El Centro de Amistad provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, El Centro de Amistad complies with applicable state and local laws governing nondiscrimination in employment at every company location. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Acknowledgment

☐ By signing below, I acknowledge that I have read and understand the position description for this position, including the working conditions listed below. I feel I am qualified to perform the position duties as described, including the physical and mental requirements as outlined.

☐ By signing below, I feel I am qualified to perform the position duties as described with the following reasonable accommodations:

Employee Name:		Date:	
Employee Signature:			

Job Description

Physical Demands:			
	FREQUENTLY	OCCASIONALLY	SELDOM
Sitting	☒	☐	☐
Standing	☒	☐	☐
Walking	☒	☐	☐
Bending	☒	☐	☐
Climbing	☐	☐	☒
Lifting 50 pounds	☐	☐	☒
Carrying	☒	☐	☐
Squatting	☐	☒	☐
Kneeling	☐	☐	☒
Pushing/Pulling	☐	☒	☐
Seeing	☒	☐	☐
Hearing	☒	☐	☐
Speaking	☒	☐	☐
Flexibility	☒	☐	☐
Driving	☒	☐	☐
Fine Finger Movement	☒	☐	☐

Environmental Demands:	
Outside:	Ability to spend 20% of work time outside
Inside:	Ability to spend 80% of work time indoors
Noise:	Ability to withstand moderate to high noise levels, including voice levels 90% of time
Heat:	NA
Cold:	NA
Electric Equipment:	Ability to operate office equipment, computer, copier, and cellphones
Work with Others:	100% of time spent working and interacting with team and other departments
Reading	Ability to read at a college level
Writing	Ability to write at a college level

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by staff members assigned to this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of the staff member assigned to this job.

To apply or any questions, please email Viviana Hernandez at Viviana.h@ecda.org and Angie Sanchez at angie.s@ecda.org.