

St. Lawrence County Government
Position Advertisement Form

St. Lawrence County Public Health Department is in search of:

Medical Consultant (Part Time)

Salary: \$10,000

Work Schedule: Flexible, typically a few hours per month or as needed. May include occasional consultation during public health emergencies or outbreaks.

This position exists in the County Public Health Department and involves responsibility to provide medical expertise to the Directors of those departments. The Directors rely on the Medical Consultants for advice and guidance and evaluations in connection with a variety of medical matters related to clinical outpatient programs and services. The work is performed under general administrative direction of the Director with leeway allowed for exercise of independent professional judgment in carrying out details of the work. Supervision over the work of others is not a responsibility of employees in this class. This position may also include responsibilities to provide licensed physician services of a general or specialized nature which may include general supervision of clinical or clerical staff. The incumbent does related work as required.

MINIMUM QUALIFICATIONS: Possession of a current valid license and registered to practice medicine in New York State and two (2) years of experience as a practicing physician.

Special Requirement: For appointment to the Public Health Department, Medical Consultants must have Board Certification or eligibility in a relevant specialty (e.g., Family Medicine, Internal Medicine, Pediatrics, Preventative Medicine, or Infectious Disease).

New York State Department of Health Regulations for Medical Directors are outlined in NYCRR Part 10 Article 28 <https://regs.health.ny.gov/content/section-7514-medical-director>

Applications accepted until position has been filled.

You can apply online at <https://stlaw-portal.mycivilservice.com>

Applications can also be obtained from the St. Lawrence County's website,
<https://stlawco.gov/Departments/HumanResources> or by contacting Human Resources
(315)379-2210.

Send application to:
St. Lawrence County Human Resources Office
48 Court Street
Canton, NY 13617
EEO

Posted: 01/07/2026

MEDICAL CONSULTANT

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the County Public Health Department and involves responsibility to provide medical expertise to the Directors of those departments. The Directors rely on the Medical Consultants for advice and guidance and evaluations in connection with a variety of medical matters related to clinical outpatient programs and services. The work is performed under general administrative direction of the Director with leeway allowed for exercise of independent professional judgment in carrying out details of the work. Supervision over the work of others is not a responsibility of employees in this class. This position may also include responsibilities to provide licensed physician services of a general or specialized nature which may include general supervision of clinical or clerical staff. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES:

Supervises and/or collaborates with Nurse Practitioners, Quality Assurance Coordinator(s), and/or Physician's Assistants as required;
Examines, diagnoses and treats patients;
Consults with, and provides consultations with other medical professionals and the Department Director;
May perform necessary functions in a specialty field for which employed;
Authorizes laboratory work, the administration of drugs, nursing care, and other medically accepted treatment;
Reviews patient records, medical history, and treatment plans developed by mental health and alcohol abuse counselors to ensure plans are in accord with medical imperatives;
Follows up on patient progress;
Makes medical information available to supporting medical, laboratory and psychiatric staff for diagnosing and meeting the needs of patients;
May provide direct medical care in emergency outbreak settings;
Meets with counseling staff to advise and provide direction on medical concerns and problems of patients;
Serves on the Utilization Review Committee to review and evaluate patient treatments, procedures and processes to ensure quality control standards are adhered to;
Oversees the quality improvement and assurance program which includes but is not limited to: attending meetings, reviewing incident reports, monitoring corrective actions, and reporting the activities of the program to the Director;
Keeps the Director informed on medical needs and changes which involve the department and advises on policies, procedures and strategies accordingly;
Maintains an active NPI and necessary credentials to submit claims for professional medical services rendered in accordance with departmental, payer, and organizational requirements and standards;
Reviews policies and procedures;
Prepares activity records and reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of the sciences underlying, and of the principles and practices of medicine as applied to mental health practices;
Thorough knowledge of the principles and practices of epidemiology, clinical outpatient practices and of the diagnosis and treatment of diseases;
Ability to advise on planning, and evaluating mental health programs and treatment plans from a medical perspective;
Ability to prepare records and reports;
Interest in maintaining a high standard of professional ethics;

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