

Human Resources
750 S. Wolcott
Room: G-50
Chicago, IL 60612



Job Code: 1526
Grade: 19
FLSA: Exempt

Standard Job Description

Job Title
Medical Social Worker V

Department
Mental Health Services

Job Summary

Under the supervision of the Chief Correctional Psychologist, plans, coordinates, and implements the case management, jail diversion and linkage activities for mentally ill detainees at the Cook County Jail.

Typical Duties

- Provides direct case management services to mentally ill detainees in order to maintain continuity of care and help ensure detainees receive care in the least restrictive environment.
- Provides individual counseling to mentally ill detainees as needed to assist with the linkage, diversion and referral process.
- Conducts biopsychosocial assessments on mentally ill detainees to assist with treatment, planning, referral and linkage.
- Provides information to mentally ill detainees, their families, and others as needed regarding linkage and diversion services.
- Provides information concerning referrals, linkage and diversion services to mental health treatment teams and makes recommendations for clinical management of individual mentally ill detainees as a member of the treatment teams.
- Provides individual and group counseling/therapy to mentally ill detainees as identified in the treatment plans and/or as directed by the treatment team.
- Develops and maintains linkage agreements with community case management and mental health agencies serving detainees at the Cook County Jail.
- Documents the delivery of services in accordance with department policies and procedures.
- Develops and maintains working relationships with other Cermak Health Services (CHS) departments, Cook County agencies and community providers in order to meet the social service and linkage needs of mentally ill detainees.
- Conducts discharge planning and linkage activities, including completing documents to ensure mentally ill detainees as discharged with appropriate medications and/or prescriptions for medications.
- Plans, compiles and analyzes narrative and statistical reports to depict the department's social service, linkage and diversion services and patient needs.
- Develops, directs, and/or delivers in-service training for CHS and Cook County Department of Corrections (CCDOC) staff.
- Supervises subordinate staff and trainees and evaluates their performance.
- Participates in formulating new services and evaluating existing services as they relate to community linkage, referral and diversion needs.
- Helps develop departmental goals, objectives and policies and procedures and participates in their implementation.

Typical Duties continued

- Adheres to all CCDOC general orders, CHS policies and procedures and Cook County Government policies and regulations.
- Performs related duties as required.

Reporting Relationships

Reports to the Chief Correctional Psychologist

Minimum Qualifications

- Master's degree in Social Work (MSW) from an approved school of social work
- Four (4) years of progressively responsible work in case management in a mental health environment, including two (2) years as a Licensed Clinical Social Worker (LCSW)
- Registration as a Social Worker under the Illinois Social Workers' Registration Act

Knowledge, Skills, Abilities and Other Characteristics

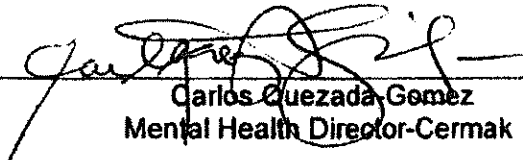
- Thorough knowledge of social work practices, procedures, and techniques; medical terminology and procedures; and mental health treatment services
- Skill in utilizing the Diagnostic and Statistical Manual of Mental Disorders and other diagnostic instruments
- Skill in directing and evaluating the professional and administrative aspects of case management services
- Skill in conducting biopsychosocial interviews
- Ability to plan, direct and evaluate the professional and administrative aspects of social work services
- Ability to communicate effectively verbally and in writing with a wide variety of lay and professional individuals and mentally ill patients
- Ability to provide direction and supervision to subordinate personnel and trainees
- Ability to formulate and develop social services, jail diversion and linkage policies, procedures and standards
- Ability to maintain the confidentiality of patient related materials in compliance with HIPAA requirements

Physical and Environmental Demands

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

For purposes of the American with Disabilities Act, "Typical Duties" are essential job functions.

Approval:  01/23/17
Carlos Quezada Gomez
Mental Health Director-Cermak
Date

Approval: _____
Gladys Lopez
Chief of Human Resources
Date