

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



Job Code: 1610
Grade: 19
FLSA: Exempt

Standard Job Description

Job Title
Mental Health Specialist III

Department
Mental Health Services

Job Summary

Under the direction of the Chief Correctional Psychologist and Correctional Psychologist, provides diagnostic and treatment services for mentally ill detainees for Cermak Health Services at the Cook County Department of Corrections (CCDOC). Provides administrative and clinical direction and supervision to subordinate staff and trainees relative to the delivery of mental health services for mentally ill detainees at CCDOC. Plays a leadership role on the mental health treatment teams and provides direct patient care services for mentally ill detainees.

Typical Duties

- Conducts diagnostic interviews, comprehensive mental health assessments and suicide risk assessments for detainees in the CCDOC.
- Responds to critical patient care situations and works collaboratively with other members of the treatment team to meet the treatment and safety needs of detainees with mental illness and all staff working with these detainees.
- Processes and responds to Health Service Requests per the departmental policies.
- Provides direct patient care, including individual and group therapy and other forms of programming, as assigned by the Correctional Psychologist and/or Chief Correctional Psychologist.
- Produces treatment plans for mental health intervention, exclusive of psychiatry, for detainees determined to be in need in mental health services.
- Conducts rounds as assigned on detainees housed in Special Management Units (SMUs).
- Provides other members of the treatment team with communication regarding patient care.
- Participates in regularly scheduled meetings, including clinical supervision with the Correctional Psychologist and/or Chief Correctional Psychologist, Multidisciplinary Team Meetings (MDT), training sessions, Town Hall meetings and others meetings as assigned.
- Documents all patient care activities and completes administrative documentation in accordance with departmental policies and procedures.
- Develops and/or delivers group materials based on CBT principles and other evidence-based practices as assigned and approved by the Correctional Psychologist and/or Chief Correctional Psychologist.
- Participates in collaborative learning projects, including group supervision, aimed at improving clinical skills and treatment outcomes.
- Provides suggestions regarding departmental goals, objectives, policies and procedures to the Correctional Psychologist or other member of the departmental management team.
- Adheres to all CCDOC general orders related to civilians, Cermak and departmental policies and procedures, and Cook County Health & Hospitals Systems (CCHHS) mandates, policies and regulations.
- Performs other related duties as assigned.

Reporting Relationships

Has a dual reporting relationship to the Chief Correctional Psychologist and Correctional Psychologist

Minimum Qualifications

- Master's degree in Social Work (MSW), Counseling, Clinical Psychology or Counseling Psychology from an accredited university/college
- Expertise in conducting mental health diagnostic and ongoing assessments using a Diagnostic and Statistical Manual (DSM) on adult populations
- Licensure in the State of Illinois as an independently licensed mental health professional (e.g., Licensed Social Worker (LSW), Licensed Clinical Social Worker (LCSW), Licensed Professional Counselor (LPC), or Licensed Clinical Professional Counselor (LCPC))

Preferred Qualifications

- Four (4) years of direct clinical services work experience in mental health
- Work or training in a correctional environment
- Bilingual skills in Spanish, Polish or Arabic

Knowledge, Skills, Abilities and Other Characteristics

- Knowledge of principles, practices and techniques of mental health services and generally accepted standards of mental health care.
- Ability to communicate effectively verbally and in writing with a wide variety of health professionals, individuals with mental illness and the general public; formulate and direct effective, scientifically sound mental health interventions; and to organize self and to carry out responsibilities with minimal direction.
- Skill in performing DMS-based diagnostic, biopsychosocial and mental status evaluations; conducting suicide risk assessments; developing individual treatment plans; documenting clinical activities; working as part of a treatment team delivering mental health services; and delivering cognitive-behavioral and other evidence-based clinical interventions.

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:  01/24/17
Carlos Quezada-Gomez
Mental Health Director-Cermak
Date

Approval: _____
Gladys Lopez
Chief of Human Resources
Date