

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



Job Code: 5431
Grade: K02
FLSA: Exempt

Standard Job Description

Job Title
Correctional Psychologist

Department
Cermak Health Services

Job Summary

The Correctional Psychologist works under the supervision of the Chief Psychologist and the Director of Mental Health, Cermak Health Services of Cook County Health & Hospitals System (CCHHS), with clinical patient management by the responsible Unit Psychiatrist and Chief of Psychiatry. Participates in and oversees the orderly management, operation, and delivery of a comprehensive continuum of mental health services in the acute, residential care, and/or outpatient unit as well as the receiving and emergency/urgent care areas. This includes the behavioral health delivery system to identify and manage all mental health recipient detainees admitted to the Cook County Department of Corrections (CCDOC) and/or housed in those divisions/units.

The mission of these specific mental health receiving, treatment, and housing units is to provide for the safe and human identification and management of detainees with serious or other mental illnesses within the Cook County Department of Corrections environment. These mental health areas entail intensive and structured mental health program services using a multi-disciplinary Unit Team approach, which incorporates all level of clinical, medical, nursing, and custody staff. The Treatment Team include the assigned psychologist, psychiatrist, licensed social worker/licensed professional counselor, unlicensed mental health specialist, expression therapist and reentry social worker, relevant nurse, and primary care physician as well as the CCDOC custody personnel, respective Corrections Rehabilitation Worker (CRW) and other Sheriff's Department personal as appropriate.

The unit and program goals, to be enacted by the Unit Director: providing screening, assessment and diagnostic systems, and a therapeutic housing environment for mentally ill pretrial and sentenced detainees. To facilitate institutional adjustment and development of the detainees, copying skills, attaining a level of functioning sufficient for return to a general population or community setting, in preparation for post-release linkage programming.

Typical Duties

- Coordinates the duties and tasks of the multi-disciplinary Unit Mental Health Team to carry out full range of mental health screening, evaluation and services, programs therapeutic activities/recreation and community reentry intervention.
- Provides clinical oversight to mental health staff requiring a preceptor/mentor (unlicensed staff, students, interns, residents and fellows)
- Conducts Unit Team meetings and multi-disciplinary staffing and participates in treatment plan and behavioral plan development, implementation, completion and monitoring.
- Implements defined mental health classification, admission and discharge criteria, monitor detainee adherence to treatment and behavioral plans, and collaborate with the Unit Teams regarding detainee management and appropriate formal and information sanctions.

Typical Duties continued

- Provides direct individual and group therapy to detainee patients for identified individuals, with emphasis on the more complex and difficult cares.
- Works with detainees to obtain Release of Information for health records, contact with agencies and community based organization and family.
- Responds to contacts while on-call according to the established rotation and schedule.
- Responds to all pages and telephone contacts when providing on-call coverage and ensures follow through on signature of any verbal orders given.
- Initiates admission and discharge orders for patient with infirmary stays.
- Performs clinical rounds with accompanying documentation according to the frequency.
- Documents all clinical encounters with the patient's records.
- Evaluates patient to identify or determine if the patient is Unfit to Stand Trial or Not Guilty Due to Insanity until the individual's transfers to the designated mental health institution.
- Determines patient competency to consent to treatment.
- Coordinates psychiatry services with mental health services, clinical scheduling, in consultation with the Unit Psychiatrist.
- Ensures timely and accurate patient specific treatment plan development and completion.
- Involves Cermak and CCDOC staff in specific treatment, behavioral plans and review of progress for detainees.
- Develops treatment plans and conducts treatment team meetings with staffing (including patient's participation according to established timelines with policy).
- Participates in release planning for detainees (community based mental health services).
- Collaborates with CQI team to include mental health activities and elements specific to the respective unit operation.
- Engages with Mental Health CQI and Suicide Prevention Committee.
- Provides responses to CCDOC, detainee grievances, family inquiries, attorney and other request.
- Develops summary of events for assigned mortality or morbidity review for identified situations/incidents; obtains medical records relevant to the patient's history.
- Provides input regarding Psychological Autopsy or sentinel review for Self Injurious Behavior, suicide attempt, morbidity or mortality review.
- Establishes unit based statistical reporting mechanisms in response to the needs identified by the Department of Justice, the Agreed Order, CQI initiatives, studies, findings and corrective orders.
- Oversees and participates in the provision of individual and group counseling and therapy to include psycho-educational and cognitive/dialectical behavior therapy.
- Conducts peer reviews and charts for documentation.
- Communicates routinely both formally and informally with CCDOC, Directors, Superintendents and other staff.
- Involves mental health designee in the review of all incident and disciplinary reports generated for mental health detainees and provides necessary input regarding the detainee's mental status.
- Ensures staff designee completion of segregation screens and segregation, including protective custody and rounds.
- Tracks all unit-based program activities and times; disciplinary reports and segregation referrals, screens and rounds interventions and outcome.
- Completes or delegates completion of a Self-Injury Behavior Occurrence Report.

Typical Duties continued

- Differentiates between Self Injurious Behavior intent to commit suicide, v. alternative motivation and follow-up with corresponding treatment plans.
- Counsels detainees about compliance with prescribed psychotropic medication.
- Provides verbal and written orders to nursing in emergent situations for enforced psychotropic medication.
- Develops team training for unit staff.
- Conducts performance evaluations and documents corrective action.
- Communicates with community mental health providers to continue continuity of care.
- Communicates with the Illinois Department of Correction to insure the detainee's continuity of care upon sentencing/transferring.
- Collaborates and generates movement among the various levels of treatment and levels of custody to ensure continuity of care and medication consistency and availability.
- Monitors medication compliance for detainees prescribed psychotropic medications.
- Assures suicide prevention strategies are in place on the respective units and staff familiarity.
- Cooperates in staff investigations.
- Responds to subpoenas, court orders and provides necessary court testimony including for involuntary medications.
- Reports situations of unusual occurrences and sentinel events.
- Complies with the personnel rules and regulations of Cook County, Cermak Health Services, and CCDOC.
- Performs other duties as assigned, within position and licensure/discipline.

Reporting Relationships

Reports to the Department Head or designee

Minimum Qualifications

- Licensed in the State of Illinois (Doctoral Clinical Psychologist with a PhD or PsyD)
- Completion of a pre-doctoral internship at an American Psychological Association accredited program (Must provide certification of completion at time of credentialing)
- Completion of a PhD or PsyD from an American Psychological Association accredited graduate program (Must provide copy of complete transcripts and diploma) (In Adult Psychiatry)
- Five (5) years of behavioral health services delivery experience
- Three (3) years of progressively responsible clinical or administrative supervision of mental health professionals and programs
- Must be CPR certified

Preferred Qualifications

- Forensic or correctional supervised training and/or work experience
- Experience in Microsoft Office Suite (Word, Excel, PowerPoint)
- Experience in Electronic Medical Record (Epic, Cerner, Centricity or other forms)
- Experience in working with public health
- Experience in dealing with mentally ill, developmentally disable, co-morbid and substance abuse patients
- Bilingual (English/Spanish or English/Polish)

Knowledge, Skills, Abilities and Other Characteristics

- Experience in dealing with special needs population including the mentally ill, developmentally disabled and co-morbid and/or chemically dependent
- Excellent verbal and written communication skills necessary to communicate with all levels of staff and a patient population composed of diverse cultures and age groups
- Demonstrate infection control practices
- Demonstrate superb hand washing and sanitizing practices
- Demonstrate analytical and organizational, problem-solving, critical thinking, and conflict management/resolutions skills
- Strong attention to detail, accuracy and precision
- Ability to adhere to department policies and standards utilizing best practices incorporating the use of electronic health record (EHR)
- Ability to work and make sound judgments in a stressful and fast paced environment.
- Ability to maintain a professional demeanor and composure when challenged
- Ability to function autonomously and as a team member in a multidisciplinary team
- Ability to train by presenting concepts and demonstrating tasks
- Ability to perform accurate and reliable mathematical calculations
- Ability to see and hear clearly (including with correction)
- Ability to tolerate exposure to unpleasant noise, odor and temperature and follow hospital protocol

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: Carlos Quezada-Gomez, PsyD, MPA, MS 4/27/16
[Legibly Print Name & Title of Person Approving the JD] Date
Celmak Mental Health Director

Approval: [Signature] 4/27/16
[Signature of Person Approving the JD] Date

Approval: _____
Gladys Lopez Date
Chief of Human Resources