



Job Code: 5385

Grade: 24

HCWR: N

Job Title

Mental Health Director, Cermak

Department

Cermak Health Services

This position is exempt from Career Service under the CCH Personnel Rules.

Job Summary

The Mental Health Director, Cermak is responsible for the providing leadership and managerial supervision of the mental health program for Cermak Health Services. Oversees Cermak's involvement in developing linkage agreements with community-based mental health resources and oversees development of re-entry strategies.

General Administrative Responsibilities

Collective Bargaining

- Review applicable Collective Bargaining Agreements and consult with Labor Relations to generate management proposals
- Participate in collective bargaining negotiations, caucus discussions and working meetings

Discipline

- Document, recommend and effectuate discipline at all levels
- Work closely with labor relations and/or labor counsel to effectuate and enforce applicable Collective Bargaining Agreements
- Initiate, authorize and complete disciplinary action pursuant to CCH system rules, policies, procedures and provision of applicable collective bargaining agreements

Supervision

- Direct and effectuate CCH management policies and practices
- Access and proficiently navigate CCH records system to obtain and review information necessary to execute provisions of applicable collective bargaining agreements

Management

- Contribute to the management of CCH staff and CCH' systemic development and success
- Discuss and develop CCH system policies and procedures
- Consistently use independent judgment to identify operational staffing issues and needs and perform the following functions as necessary; hire, transfer, suspend, layoff, recall, promote, discharge, assign, direct or discipline employees pursuant to applicable Collective Bargaining Agreements
- Work with Labor Relations to discern past practice when necessary



Typical Duties

- Provides leadership and managerial supervision of the mental health program at Cermak Health Services, including the development of policies and procedures.
- Monitors schedules and maintains staffing on mental health units and ensures that units have appropriate coverage.
- Works with the Chief Psychiatrist and Chief Psychologist in program design and implementation.
- Ensures production of payroll information on a regular basis to payroll in administration.
- Manages assigned budget and assists in production of required annual budget submissions.
- Represents Cermak and Mental Health Program to external agencies as requested and as required.
- Provides regular metric reports to Administration, the Quality Committee and other committees as required.
- Ensures Mental Health Program meets National Commission on Correctional Health Care (NCCHC) accreditation standards and any external auditing standards (e.g. Consent Agreements).
- Represents Mental Health program metrics and needs to Administration when necessary.
- Participates as requested in responses to incident reports, letters of inquiry, complaints, subpoenas, and court orders.
- Attends Cermak committees and meetings as requested and as needed including, but not limited to, the Quality Assurance, Pharmacy and Therapeutic, Disaster Planning and Quarterly Administrative meetings with the Department of Corrections.
- Oversees Cermak's involvement in developing linkage agreements with community-based mental health resources and oversee development of re-entry strategies for Cermak.
- Adheres to all Cermak rules and regulations and comply with Cook County Department of Correction's (CCDOC) General Orders and security requirements.
- Furnishes productivity statistics or other reports as requested.
- Ensures training programs are in compliance with all CCH and Cermak requirements and that training programs are in compliance with regulatory requirements.
- Oversees and manages the hiring process of Mental Health positions.
- Has a matrix report to the Chief Operating Officer, Correctional Health Services and to the Chief Medical Officer relative to all clinical operations, oversees and manages the mental health program.
- Performs other duties as assigned.

Minimum Qualifications

- Master's degree or higher from an accredited college or university, or licensed as a Clinical Professional in the State of Illinois prior to starting employment
- Five (5) years of experience in managing a correctional health care/mental health program
- Two (2) years of experience in managing budgets, personnel and policy and procedures
- Experience in obtaining National Commission on Correctional health Care (NCCHC) accreditation

Preferred Qualifications

- Master's degree or higher in Health Care Management, Public Health, or Psychology from



Preferred Qualifications

an accredited college or university

Knowledge, Skills, Abilities and Other Characteristics

- Knowledge of and experience in correctional health care
- Excellent verbal, written communication, and interpersonal skills necessary to communicate with all levels of staff and a patient population composed of diverse cultures and age groups
- Demonstrate analytical and organizational, problem-solving, decision-making, critical thinking, and conflict management/resolution skills
- Ability to adhere to department policies and standards utilizing best practices
- Ability to manage a large correctional mental health program. Ability to work with multidisciplinary clinical staff.

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.