



Job Code: 5432

Grade: 24

HCWR: N

Job Title

Chief Correctional Psychologist

Department

Cermak Health Services

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

Job Summary

The Chief Correctional Psychologist works under the direct administrative and clinical supervision of the Chief Psychiatrist and carries out administrative and clinical responsibilities for the day-to-day management of the mental health service comprehensive continuum of care delivery system by the Correctional Psychologists, Mental Health Specialists, Medical Social Workers, and Expressive Therapists at Cermak Health Services of Cook County Health (CCH). The Chief Psychologist oversees the supervision of the subordinate positions by the Unit Directors/Correctional Psychologists in the acute, residential care, and/or outpatient units as well as the receiving/intake, protective custody, special management housing and urgent care areas.

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



General Administrative Responsibilities

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

- Manages the day-to-day responsibilities of the administrative and managerial functions related to the professional mental health workforce: interviewing of candidates for subordinate positions, supervising of Mental Health Specialists, Social Workers, Expressive Therapists, and Correctional Psychologist: 24/7 staffing plans, payroll/attendance monitoring.
- Responds to all clinical and administrative issues brought up by Mental Health Specialists, when Unit Directors are unable to respond.
- Interfaces with Chief Psychiatrist on the coordination between Correctional Psychologists and Correctional Psychiatrists within the framework of the multi-disciplinary treatment teams by unit.
- Assists with the development of individual multidisciplinary behavioral management plans; training Correctional Psychologists to develop behavioral management plans.
- While on duty, responds to calls, emails, and requests for assistance within a reasonable timeframe, including reporting back to the facility in an emergency situation, when requested.
- Develops and revises departmental policies and procedures, as well as related in services training for mental health staff, to ensure compliance and consistency with the industry standards.
- Ensures timely creation of appropriate treatment plans and delivery therapeutic programming by license and unlicensed mental health professionals.
- Coordinates and supervises the development of linkage agreements with community-based organizations for mental health resources within the community for aftercare services.
- Analyzes productivity statistics by profession on a monthly basis to hold the disciplines to standards of practice and departmental expectations.
- Assists in the development and implementation of relevant Continuous Quality Improvement (CQI) studies, projects and initiatives important to the mental health system's clinical and operational improvement.
- Participates in Mental Health CQI and Suicide Prevention Meetings monthly; participate in the development of Root Cause Analysis and Mortality Review of Suicide Cases and Morbidity Reviews of Serious Suicide Attempts/Staff Assaults and all related necessary reporting requirements; facilitate Illinois Department of Human Services (DHS) Firearm Owner Identification (FOID) reporting by licensed and unlicensed mental health specialists.
- Coordinates staff training during orientations/change of clinical assignments and continuing



Typical Duties

- learning for mental health specialists, medical social workers, and activity therapists.
- Assists in reviewing and responding to critical incidents during morning huddles and divisional interagency meetings.
- Responds to court orders, Cook County Department of Corrections (CCDOC) letters, issues, grievances, inquiries, complaints, and subpoenas pertaining to mental health in a timely fashion.
- Responds to Cermak and related to inmate treatment and clinical management.
- Assigns mental health professional staff, in collaboration with the Unit Directors; schedule employees to shifts and days off according to bargaining unit agreements and bids, with appropriate notice.
- Evaluates employees' performance, conduct assessments of critical thinking skills and conduct corrective action (Personal Improvement Plans), as appropriate, outside of disciplinary process.
- Participates in employment plan training, as necessary, to be allowed to conduct employee disciplinary hearings as a Hearing Officer.
- Maintains an active clinical load of at least 40%.
- Performs other duties as assigned, within the realm of the position and professional industry standards.

Minimum Qualifications

- Completion of a doctoral degree in clinical psychology with a terminal degree as either a PsyD or PhD in clinical psychology from an American Psychological Association (APA) accredited college or university
- Completion of an APA accredited doctoral internship
- Current license to practice as doctoral level Clinical Psychologist in State of Illinois.
- At least five (5) years of behavioral health service delivery experience as a clinical psychologist
- Three (3) or more years of progressively responsible clinical or administrative supervision of mental health professionals and programs at the management level
- Current Cardiopulmonary Resuscitation (CPR) certification obtained through the American Heart Association or the ability to obtain certification prior to starting employment

Preferred Qualifications

- Experience in working in public arena such as city, county or state government mental health or correctional mental health or health agency
- Experience with supervision of multiple bargaining units in public/government setting
- Experience in administrative supervision of health and/or mental health professionals and programs
- Experience in a correctional mental health program development
- Experience working within a correctional or forensic environment
- Bilingual
- Experience in Microsoft Office (Word, Excel) and in working with an electronic medical record



Knowledge, Skills, Abilities and Other Characteristics

- 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 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 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

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.