



Job Code: 6337
Grade: K12
HCWR: N

Job Title

Chair of the Department of Correctional Health,
Medical Director of Cermak

Department

Correctional Health (Cermak)

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

Job Summary

Cermak Health Services (CHS) provides health care to the detainees at Cook County Department of Corrections facilities as one of the largest single-site correctional health service in the country. CHS has led the way in developing innovative care to improve correctional health care, offering primary care, specialty care, dental and mental health services, a pharmacy, rehabilitative care and infirmary. The staff at CHS provide comprehensive medical and behavioral health care to patients which includes treating and preventing chronic and communicable diseases, such as HIV/AIDS and tuberculosis, and treating substance use disorders through CHS's Certified Opioid Treatment Program. Under supervision, the Chair of the Department of Correctional Health provides administrative and clinical leadership for Correctional Health services both at the Cook County Department of Corrections (CCDOC) and at the Juvenile Temporary Detention Center (JTDC). This department is also recognized as a clinical department under the medical staff bylaws of the John H. Stroger, Jr. Hospital of Cook County.

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

- The primary responsibility of the Chair is to provide oversight primary, specialty, dental, and mental health care provided by the clinical staff members of the department. The responsibilities of the Chair include the direction and administration of the professional, educational and research programs of the department. The Chair is responsible for physician recruitment and professional development, achieving departmental quality, financial, and patient satisfaction goals, developing new initiatives, effectively managing resource allocation within the department, and optimizing departmental operations. Candidates should possess outstanding leadership skills and a demonstrated record of accomplishment in research, education, and patient care; a commitment to education and academic excellence; and interest in all aspects of training and patient care.
- Oversees all patient care provided by Correctional Health department staff members:
- Evaluates the quality and accessibility of patient care; directs quality improvement initiatives and related activities in the department
- Coordinates clinical services with correctional operations at CCDOC through ongoing communication with the Office of the Sherriff, the CCDOC directorate and CCDOC Superintendents
- Facilitates coordination of patient care processes for detainees across the various facilities of CCH; assists in individual cases as needed
- Rounds regularly on all clinical areas where Correctional health services are provided; Monitors status of patients in custody of CCDOC at hospitals outside of the jail
- Performs utilization review of all clinical activities including hospitalization, outpatient specialty- care, and on-site outpatient management of all types
- Corresponds with attorneys regarding medical condition of detainees and testifies in court as needed.
- Provides direct patient care within Correctional Health (4-10 hours/week)
- Oversees the management of Correctional Health clinical and support personnel:
- Directly supervises clinical chiefs/directors of Correctional Health services
- Oversees educational and research activities of departmental personnel
- Reviews and approves credentials and clinical privileges; recruits and hires clinical staff.
- Participates in contract negotiation with collective bargaining units representing clinicians at CHS and JTDC
- Builds a collegial and resilient culture within the Department, supporting high value



Typical Duties

- correctional health services, delivered by a multi-disciplinary team
- Oversees the financial management of the Department of Correctional Health:
- Oversees departmental budget planning and expenditures
- Oversees external funding of clinical and training activities of departmental personnel
- Negotiates with and supervises contractors and vendors supplying clinical and other services to the Department and System
- Oversees the administrative and planning functions of the Department of Correctional Health:
- Oversees development, review and updating of policies and procedures for reporting departments of CHS at CCDOC; coordinates these policies and procedures with Interagency Directives, Sherriff s Orders and CCCDOC General Orders.
- Provides leadership and direction in development of the strategic plan for the department, ensuring coordination and compatibility with CCH and CCDOC strategic planning.
- Promotes and monitors adherence to compliance plan(s).
- Ensures compliance with applicable requirements of accrediting, regulatory and judicial bodies.
- Represents the Department of Correctional Health within CCH and CCDOC committee structures
- Chairs, co-chairs and/or designates chairmanship for department, organizational and/or inter- agency clinical, quality and operational committees
- Delegates authority to appropriate departmental personnel for operation of the above services and activities.
- Performs other duties as assigned.

Minimum Qualifications

- Medical Doctor (MD) or Doctor of Osteopathic Medicine (DO) Degree from an accredited medical college, university or foreign equivalent
- Board Certification in a Specialty in an adult primary care discipline
- Current medical licensure in the State of Illinois
- Valid Illinois Controlled Substance License or eligible to obtain before beginning employment
- Valid licensure with the Federal Drug Enforcement Administration (DEA) or eligible to obtain before beginning employment.
- Eligible to be a credentialed and privileged member of the Medical Staff
- Five (5) years of progressive medical management experience in a large, complex, multi-campus health delivery system or organization

Preferred Qualifications

- MBA, MPH, MHA or comparable experience
- Experience and expertise in administration and organization of health care services for adult primary and specialty care, public health care or correctional health care
- Ability to work collaboratively in a complex organizational culture and reporting structure, including cross-functional coordinate with the correctional system
- Functional knowledge of educational and research administration
- Interpersonal skills for managing clinical and other personnel



Knowledge, Skills, Abilities and Other Characteristics

- Knowledge of Microsoft Office products (Word, Excel, PowerPoint) and data analysis software · Strong interpersonal skills
- Demonstrates sensitivity and respect in caring for patients
- Excellent written and verbal communication
- Analytical skills, problem solving skills
- Conflict management skills
- Strong decision-making skills
- Attention to detail
- Work to deadlines
- Flexibility and adaptability in performing work duties
- Strong project management skills
- Emergency response skills
- Portrays excellent collaborative and team building skills
- Ability to recognize excellence as a clinical practitioner
- Ability to work as a team member, creating and maintaining effective working relationships.
- Ability to understand and apply guidelines, policies and procedures
- Ability to demonstrate respect and sensitivity for cultural diversity, gender differences, and sexual orientation of patients and coworkers

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.