



Job Code: 6650

Grade: 24

HCWR: N

Job Title

Pulmonary Clinical Director

Department

Pulmonary

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

Job Summary

The position is responsible for supervising, training, and monitoring clinical staff in a lung health education program that provides smoking cessation counseling and asthma/chronic obstructive pulmonary disease (COPD) education for patients in Cook County Health (CCH). This position will also provide direct patient care in the above two (2) areas. This position will work within the Division of Pulmonary Medicine.

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

- Oversees the implementation of a smoking cessation and asthma/chronic obstructive pulmonary disease (COPD) education programs at CCH.
- Assists physician leadership in developing and implementing program protocols.
- Participates in the interviewing, hiring, training, and supervising of Lung Health Educators who provide services in the program.
- Measures performance and provides feedback to improve performance.
- Provides smoking cessation counselling and asthma/COPD education to patients.
- Coordinates daily/weekly staffing activities.
- Supports clinical staff in problem solving and communication skills.
- Conducts ongoing assessment and evaluation of clinical staff performance and assures staff adherence to program protocols.
- Provides program protocol and clinical staff performance feedback to program staff and physician leadership team.
- Coordinates and conducts asthma education and smoking cessation training workshops for CCH staff.
- Ensures smooth program participant flow in all program sites.
- Prepares and maintains departmental records and reports; ensures detailed and accurate record keeping methods are followed.
- Coordinates with hospital staff, state, county and city agencies and local non-profit organizations to ensure effective use of outside resources.
- Accounts for the development and implementation of practices, policies and procedures.
- Must be able to work flexible hours, may include some evenings or weekends, as needed
- Must be able to travel to work sites throughout Cook County and CCH.
- Performs other duties as assigned.

Minimum Qualifications

- Master's Degree in Counseling, Nursing, Pharmacology, Psychology, Social Work, or Education
- Certified as a Tobacco Treatment Specialist or having completed equivalent tobacco treatment training
- Three (3) years of full-time work experience providing counseling or health education
- Two (2) years of full-time supervisory or management work experience including planning, assigning, directing, and evaluating performance activities
- Prior project management experience
- Must be able to work flexible hours, may include some evenings or weekends, as needed
- Must be able to travel to work sites throughout Cook County and CCHHS

Preferred Qualifications

- NA

Knowledge, Skills, Abilities and Other Characteristics

- Knowledge of statutory, regulatory and administrative requirements relative to departmental operations



Knowledge, Skills, Abilities and Other Characteristics

- Knowledge of project management processes and implementation
- Knowledge of cessation planning and counseling techniques
- Strong interpersonal skills
- Excellent listening, verbal, and written communication skills necessary to communicate with all levels of staff and a patient population composed of diverse cultures and age groups
- Strong interpersonal skills
- Excellent program development, management and leadership skills
- Demonstrate analytical and organizational, problem-solving, critical thinking and conflict management/resolution skills
- Demonstrate attention to detail, accuracy and precision
- Ability to prioritize, plan and organize projects and tasks
- Ability to multi-task and meet deadlines in a fast paced and stressful environment
- Ability to improve and promote quality while building a positive team environment
- Ability to maintain a professional demeanor and composure when challenged
- Ability to function autonomously, follow instructions, and respond to management directives
- Ability to train by presenting concepts and demonstrating tasks
- Must be able to work flexible hours, may include some evening and weekends, as needed
- Must be able to travel to work sites throughout Cook County and CCHHS

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.