



**Job Code:** 6672  
**Grade:** 22  
**HCWR:** N

**Job Title**  
Mental Health Supervisor

**Department**  
Mental Health Services

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

**Job Summary**

The Mental Health Supervisor plans, develops, and implements therapeutic programming, and provides diagnostic and treatment services. Supervises staff, providing administrative and clinical direction to staff and trainees relative to the delivery of mental health services. Plays a leadership role on the mental health treatment teams, provides direct patient care services for mentally ill patients, and monitors impact of services.

**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**

- Conducts diagnostic interviews, comprehensive mental health assessments and suicide risk assessments for patients
- Leads, guides, and/or provides supervision for group counseling sessions, specialty group sessions and other meetings for patients
- Develops and/or delivers group materials based on Cognitive Behavioral Therapy (CBT) principles and other evidence-based practices
- Provides orientation for new patients
- Coordinates response to critical patient care situations and works collaboratively with other members of the treatment team to meet the treatment and safety needs of patients and all staff working with these patients
- Processes and responds to requests for services per departmental policies
- Provides some direct patient care, including individual and group therapy, treatment plans, care coordination/case management and other services as assigned up to 30% of time
- Monitors staff compliance with treatment plan policies for assigned mental health team members
- Provides other members of the treatment team with communication regarding patient care.
- Documents all patient care activities and completes administrative documentation in accordance with departmental policies and procedures
- Provides suggestions regarding departmental goals, objectives, policies and procedures to the supervisor or other members of the departmental management team
- Adheres to all departmental policies and procedures, and Cook County Health (CCH) mandates, policies, and regulations for the site
- Conduct clinical audits, assists with quality assurance and billing audits, identifies areas for improvement using a data-informed approach and helps evaluate the impact of programmatic changes
- Performs other related duties as assigned

**Minimum Qualifications**

- Master's degree in Social Work, Counseling, Clinical Psychology or Counseling Psychology from an accredited college or university
- Licensed in the State of Illinois as a Licensed Clinical Social Worker (LCSW) or Licensed Clinical Professional Counselor (LCPC)
- Three (3) years of direct clinical services work experience in mental health
- One (1) year of experience leading and/or supervising mental health staff

**Preferred Qualifications**

- Prior experience working or training in a correctional, inpatient, or comparable environment
- Bilingual

**Knowledge, Skills, Abilities and Other Characteristics**

- Knowledge of principles, practices and techniques of mental health services and generally accepted standards of mental health care.
- Skill in performing DMS-based diagnostic, biopsychosocial and mental status evaluations;



**Knowledge, Skills, Abilities and Other Characteristics**

conducting suicide risk assessments; developing individual treatment plans; documenting clinical activities; working as part of a treatment team delivering mental health services; and delivering cognitive-behavioral and other evidence-based clinical interventions.

- Ability to communicate effectively verbally and in writing with a wide variety of health professionals, individuals with mental illness and the general public; formulate and direct effective, scientifically sound mental health interventions; and to organize self and to carry out responsibilities with minimal direction.
- Ability to participate in collaborative learning projects, including group supervision, aimed at improving clinical skills and treatment outcomes.

**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.**