

Human Resources  
750 S. Wolcott  
Room: G-50  
Chicago, IL 60612



Job Code: 6738  
Grade: 20  
FLSA: Exempt

**Standard Job Description**

Job Title  
Psychiatric Social Worker

Department  
Psychiatry

**Job Summary**

Under the direction of the Chair of the Department of Psychiatry, the Psychiatric Social Worker will provide behavioral health assessment, determine safety (for psychiatric hospitalization), provide supportive psychotherapy, and recommend outpatient treatment under the guidance of the back-up psychiatrist or ambulatory physician. Specifically, the incumbent will provide initial psychiatric consultations, crisis management, therapeutic support and psychotherapy for patients on all inpatient, outpatient, and emergency settings for the Cook County Health & Hospitals System (CCHHS).

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

**Typical Duties**

- Supports and closely coordinates mental health care with the patients' primary care provider and, when appropriate, other treating mental health providers.
- Screens and assesses patients for common mental health and substance abuse disorders.
- Monitors patients (in person or by telephone) for changes in clinical symptoms and treatment side effects or complications.
- Support psychotropic medication management prescribed by Primary Care Physicians (PCPs), focusing on treatment adherence, side effects and other complications, and effectiveness of treatment.
- Provides brief interventions using evidence-based techniques such as Behavioral Activation, Problem-Solving Treatment, Motivational Interviewing, or other treatments appropriate for primary care settings.
- Participates in regularly scheduled (usually weekly) caseload consultation with the Psychiatric Consultant and communicate resulting treatment recommendations to the patient's PCP. Consultations will focus on patients new to treatment or who are not improving as expected.
- Facilitates treatment plan changes for patients who are not improving as expected in consultation with the PCP and the Psychiatric Consultant; may include changes in medications or psychosocial treatments or appropriate referrals for additional services.
- Assesses information, apply critical thinking to determine course of action, and relay this information to patients, families, and clinical staff in a professional and compassionate manner.
- Identifies professional goals and enhances job-related skills through staff development activities. Remains current on trends in clinical theory and evidence-based practice. Stays abreast of policies and procedures, pertaining to crisis/behavioral health acts accordingly.
- Actively participates in team activities, in the larger hospital and in the community in ways that make a positive contribution to team operations. Maintains appropriate professional boundaries with all staff, trainees, and patients at all times.

### **Reporting Relationships**

In the inpatient setting, the Psychiatric Social Worker will report to the Chair of the Department of Psychiatry or their designee. In the ambulatory setting, the Psychiatric Social Worker will report to the Ambulatory Clinic Manager with a dotted line responsibility to the Chair of the Department of Psychiatry or their designee.

### **Minimum Qualifications**

- Master's Degree in Social Work from an accredited college or university focusing on clinical social work with a concentration on mental health, required
- License in Clinical Social Work (LCSW) in the State of Illinois, required
- Two (2) years of prior experience as a Social Worker performing individual therapy to individuals who have mental illness in a mental health setting (NOT a substance abuse setting) experience gained during training not included
- Experience using evidence-based counseling techniques (e.g. Cognitive Behavioral Therapy (CBT) or Problem Solving Therapy (PST))

### **Preferred Qualifications**

- Bilingual (Spanish/English)
- Certification as an Alcohol and Other Drug Abuse (AODA) Counselor or Board Registered as a Mental Illness-Substance Abuse Counselor (MISA I, MISA II)
- Experience working with patients who have co-occurring mental health, substance abuse, and physical health problems

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

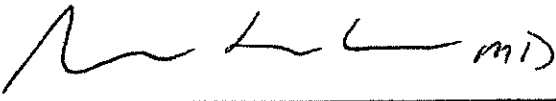
- Knowledge of psychopharmacology for common mental health disorders
- Skill in directing and evaluating the professional and administrative aspects of case management services
- Skill in conducting bio-psychosocial interviews
- Demonstrated ability to collaborate effectively in a team setting
- Ability to plan, direct and evaluate the professional and administrative aspects of social work services
- Ability to communicate effectively verbally and in writing with a wide variety of lay and professional individuals and mentally ill patients
- Ability to maintain the confidentiality of patient related materials in compliance with Health Insurance Portability and Accountability Act (HIPAA) requirements
- Willingness and ability to provide psychiatric consultations and care to all Cook County Health and Hospitals System sites

**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.

Approval:  MD 5/12/16  
Andrew Segovia Kulik, MD Date  
Chair of the Department of Psychiatry

Approval: \_\_\_\_\_  
Gladys Lopez Date  
Chief of Human Resources