

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



Job Code: 6759
Grade: K
FLSA: Exempt

Standard Job Description

Job Title
Associate Director of Correctional Psychiatry

Department
Cermak Health Services

Job Summary

Under the direction of the Division Chief of Correctional Psychiatry, the Associate Director of Correctional Psychiatry provides administrative and clinical support to the Division Chief's duties and responsibilities as clinical leader of Psychiatry. Supervises Attending Physician-Correctional Psychiatrists and Physician Assistants in addition to providing direct patient care services in Psychiatry as well as peer relief in other clinical areas. Coordinates clinical services and administrative tasks with the Division Chief of Correctional Psychiatry, Chief Correctional Psychologist, and Mental Health Director. Provides clinical and administrative coverage when the Division Chief of Correctional Psychiatry is not available.

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

General Management Duties & 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 meeting

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 CCHHS system rules, policies, procedures and provision of applicable collective bargaining agreements

Supervision

- Direct and effectuate CCHHS management policies practices
- Access and proficiently navigate CCHHS records system to obtain and review information necessary to execute provisions of applicable collective bargaining agreements

General Management Duties & Responsibilities continued

Management

- Contribute to the management of CCHHS staff and CHHS' systemic development and success
- Discuss and develop CCHHS system policy and procedure
- 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

- Provides oversight, direction, and leadership for the clinical practice and clinical operations of Cermak Psychiatry with the focus on clinical and administrative management of Psychiatry.
- Assists the Division Chief in oversight and daily leadership of clinical services provided by Cermak Mental Health in Psychiatry.
- Assists the Division Chief to integrate and coordinate the clinical activities of the Mental Health Department within Psychiatry with other Cermak Health Services (CHS) Departments.
- Provides delivery, oversight and coordination of consultative services in the Medical Special Care Unit.
- Participates in the on-call schedules as directed by the Division Chief
- Assists the Division Chief in implementing clinical initiatives that address the mental health needs of the patient population served by CHS.
- Assists the Division Chief in coordinating patient care services for patients across Cook County Health & Hospital Systems (CCHHS) including e-prescribing.
- Assists the Division Chief in integrating Mental Health and Psychiatry care with Cook County Department of Corrections (CCDOC) representatives.
- Assists the Division Chief in facilitating and coordinating care of Cermak detainees at CCHHS
- Assists the Division Chief in interviewing, supervising and selecting Psychiatric providers, Psychologists, Mental Health Specialists, and Medical Social Workers.
- Coordinates and manages provider coverage and assignments to assure the delivery of Psychiatric services in Psychiatry.
- Collaborates with the Division Chief, Chief of Psychology, Mental Health Director and CQI staff to develop quality and performance improvement initiatives as identified through Mental Health Continuous Quality Improvement, Suicide Prevention Committee, Root Cause Analyses (RCA), Medical Event Reporting System (eMERS), Focused Professional Practice Evaluation (FPPE), Ongoing Professional Practice Evaluation (OPPE), and oversight committees
- Participates in CHS, Cook County Health & Hospitals System, (CCHHS), Department or CCDOC committees as directed by Division Chief.
- Represents the Division Chief at CHS, Stroger, CCHHS, CCDOC, and other meetings as directed.

Minimum Qualifications

- MD or DO from an accredited college or university
- Board certification by ABPN (American Board of Psychiatry and Neurology)
- Licensed as a Physician in the State of Illinois
- Current Controlled Substance License in the State of Illinois
- Current Federal DEA licensure
- Completion of an accredited residency program in Psychiatry

Preferred Qualifications

- Prior management and leadership experience in a complex healthcare environment are preferred

Knowledge, Skills, Abilities and Other Characteristics

- Ability to work collaboratively in a complex organizational culture and reporting structure
- Excellent verbal and written communication skills
- Proven ability to manage teams and projects successfully

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: _____ *Concetta Mennella* _____ 2/1/17
 Dr. Concetta Mennella
 Chair of the Department of Correctional Health,
 Medical Director, Cermak
 Date

Approval: _____
 Claudia M. Fegan
 Executive Medical Director
 Date

Approval: _____
 Gladys Lopez
 Chief of Human Resources
 Date