

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



Job Code: 6784
Grade: 23
FLSA: Exempt

Standard Job Description

Job Title
Behavioral Health Integration Manager

Department
Integrated Care

Job Summary

Serves as the point of contact for Cook County Health & Hospitals System (CCHHS) providing expertise for the development, implementation, and oversight of medication assisted treatment (MAT) in primary care to address the needs of the populations served. Collaborates with ambulatory care, behavioral health, care coordination, and community based staff. The Behavioral Health Integration Manager works closely with medical home staff to optimize clinical workflows, care processes, and reporting MAT activities. This role will require supporting staff to incorporate new patient populations and care approaches while achieving program outcomes. Works closely with medical home front line and leadership staff, members of CCHHS psychiatric department, and care coordination staff.

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

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 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 Administrative 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

- Manages the development, implementation, and oversight of behavioral programs in the primary care setting.
- Understands the grant management process supporting both the programmatic and financial requirements.
- Develops end to end workflows to support implementation of all required behavioral program components. Interfaces with medical home teams to obtain support for fulfilling program requirements.
- Meets with program staff to review performance, highlight best practices, and share relevant clinical, regulatory, or organization information.
- Reviews reporting requirements and develops processes to assist participating organization in submitting data; assures all reporting required by funding source is submitted in accordance with stated requirements.
- Creates a staffing plan to ensure adequate staffing in supporting the needs of the behavioral programs; participates in the development of the required knowledge and experience for the positions supporting the behavioral program interface.
- Assists in the interviewing, hiring, and training of behavioral health staff.
- Develops and implements behavioral health best practices, innovations, and vision; educates patients and staff.
- Builds relationships with internal and external stakeholders, including State and other agencies, professional, and community organizations.
- Coordinates meetings with Principal Investigators to review program performance
- Reviews program budget accessing financial performance; makes recommendations as needed to facilitate a positive outcome in operational performance.
- Performs other duties as assigned.

Reporting Relationships

Reports to the Senior Director of Integrated Care Management

Minimum Qualifications

- Master's degree in Behavioral Health Sciences, Nursing, or Social Work, from an accredited college or university
- Licensed Social Worker (LSW), Licensed Clinical Social Worker (LCSW), Licensed Clinical Professional Counselor (LCPC), or Licensed Registered Nurse (RN)
- Three (3) years of direct clinical work experience working with substance abuse disorders

Minimum Qualifications continued

- Two (2) years of supervisory work experience in a health care setting
- Must have a Valid Driver's License and proof of current auto insurance

Preferred Qualifications

- Two (2) years of grant experience
- Current Substance Abuse Certificate

Knowledge, Skills, Abilities and Other Characteristics

- Knowledge of HIPAA regulations as well as regulations that govern the practice of medical social work and behavioral medicine in primary care settings
- Knowledge and understanding of health care administration and operations, including medical clinic operations and patient flow, personnel management, budgetary oversight, provider productivity standards, oversight of government and private grants, and third-party revenue systems
- Excellent verbal and written communication skills necessary to communicate with all levels of staff and a patient population composed of diverse cultures and age groups
- Excellent program development, management and leadership skills
- Ability to train by presenting concepts and demonstrating tasks
- Ability to implement and provide oversight of evidence-based medical social work practices and behavioral medicine practices
- Ability to coordinate multiple stakeholders

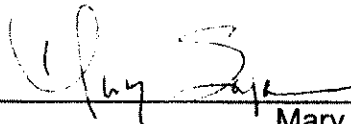
Physical and Environmental Demands

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:



Mary Sajdak

Senior Director of Integrated Care Management

4.17.2017

Date

Approval:

Gladys Lopez
Chief of Human Resources

Date