

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



Job Code: 6785  
Grade: 23  
FLSA: Exempt

### Standard Job Description

**Job Title**  
Assisted Outpatient Treatment Project Manager

**Department**  
Ambulatory

#### **Job Summary**

Cook County Health & Hospitals System (CCHHS) has received approval for an Assisted Outpatient Treatment (AOT) 4 year grant. The Assisted Outpatient Treatment (AOT) is a 4-year pilot program intended to implement and evaluate new AOT programs and identify evidence-based practices in order to reduce the incidence and duration of psychiatric hospitalization, homelessness, incarcerations, and interactions with the criminal justice system while improving the health and social outcomes of individuals with a serious mental illness (SMI). This program is designed to work with families and courts to allow these individuals to obtain treatment while continuing to live in their own home within the community.

#### **Typical Duties**

- Manages day-to-day operational aspects of the AOT grant program and ensures documentation is accurate and complete
- Ensures the AOT grant program is implemented consistent with the requirements and treatment expectations
- Convenes and manages the AOT management team
- Manages and assists individuals in complying with involuntary treatment plans
- Provides intensive care management to individuals that have difficulty participating in outpatient treatment plans to improve their quality of life, as well as prevent mental deterioration and incarceration
- Assesses clients mental and physical needs through a court ordered treatment plan to ensure individuals consistently participate in ongoing treatment and graduate to less restrictive mental health services
- Provides recommendations for individuals that exhibit an inability to care for oneself due to mental and other physical disorders creating incapacitating symptoms or behaviors
- Develops appropriate treatment/service plans for implementing appropriate services and developing effective alliances with individuals
- Assists individuals to live safely in the community and to prevent repeat inpatient hospitalization or incarceration
- Supports families and works with community-based programs to ensure that individuals have access to comprehensive outpatient services
- Participates in the AOT Management Team monthly meetings
- Facilitates referrals for the AOT Program
- Engages individuals in mental health treatment after the court has ordered treatment
- May perform other work related to the project as assigned, including delivering information presentations as needed

## **Reporting Relationships**

Reports to the Director of Behavioral Health Services

### **Minimum Qualifications**

- Master's Degree in Social Work, Behavioral Science, Public Health, Health Administration or related field from an accredited college or university
- Licensed Clinical Social Worker (LCSW) in the state of Illinois
- Five (5) years of grant management or project management experience
- Prior experience in the coordination or management of multi-agency, cross-systems human service or behavioral health initiative
- Prior experience with substance abuse and recovery support systems in Cook County
- Must be able to travel throughout Cook County

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

- Knowledge of substance abuse and recovery support systems in Cook County
- Knowledge of and experience with population-focused health
- Experience in the coordination or management of multi-agency, cross-systems human service or behavioral health initiative
- 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
- Demonstrate critical thinking, problem-solving, and relationship management 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 work with a variety of teams in a complex environment
- Ability to multi-task and meet deadlines in a fast paced and stressful environment
- Ability to communicate in a confidential and HIPAA compliant manner
- Proficiency with Microsoft Office Suite products (Word, Excel, and Outlook)

**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: Debra J. Carey 10/27/2016  
Debra Carey Date  
Chief Operating Officer, Ambulatory Services

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