

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



Job Code: 8123  
Grade: 24

### Standard Job Description

<u>Job Title</u>	<u>Department</u>
Juvenile Justice Behavioral Health Director	Juvenile Temporary Detention Center

#### Job Summary

The Juvenile Justice Behavioral Health Director has the responsibility for the planning and oversight of all clinical services and programming to support the behavioral health continuum of services across the Cook County juvenile justice system for youths and adolescents. This continuum includes behavioral health interventions provided at the Juvenile Temporary Detention Center (JTDC) and various intersect points in the courts and the Juvenile Probation Department. This position works closely with Cermak Health Services, the CCHHS Departments of Pediatrics and Psychiatry and the community behavioral health provider network to ensure integrated, evidence-based mental health and substance use disorder services are available to justice involved youth. This position is the juvenile designated mental health authority and determines and directs the scope of mental health treatment across the juvenile justice system monitoring the professional practice of psychiatrists, psychologists, advanced practice nurses, licensed clinical social workers, and mental health specialists. This individual leads management responsibility, engaging the Court Clinic, Juvenile Probation Department, and JTDC Administration in developing, approving, and implementing mental health policies, procedures and protocols concerning the care of youth served by the Cook County juvenile justice system. In addition the Director monitors Contract compliance with all requirements set forth and serves as liaison to community based care providers to determine the adequacy and appropriateness of service delivery. Represents the program as directed with professional associations and community and governmental agencies.

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

## **General Administrative Responsibilities continued**

### *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

### *Management*

- Contribute to the management of CCHHS staff and CCHHS' 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**

- Develops and administers a behavioral health delivery system, which is consistent with community standards of practice expected in a secure correctional environment and are consistent with NCCHC standards.
- Formulates and monitors the implementation of policies, procedures and practice guidelines by staff to assure delivery of quality screening and behavioral health care to juveniles, to ensure conformance with established policies, professional standards, and expected practice in a correctional environment/juvenile justice system of care.
- Recommends changes necessary to the mental health services delivery model to correct or improve services at all levels of care, both on-site and off-site.
- Delegates the development of relevant behavioral health education and training programs for all staff across the Cook County juvenile justice system.
- Provides Administrative supervision to clinical leads at the JTDC, Juvenile Probation Department and Court Clinic, including contractors who may serve in those roles.
- Serves as a liaison to external behavioral health providers, responsible for monitoring and addressing the ability to meet the needs of the program.
- Administers the behavioral health services and programs under the Office of the Chief Judge through the monitoring and control of the operating budget to assure effective use of fiscal and staff resources.
- Conducts annual performance evaluations for area clinical leads.
- Integrates the cyclic operational responsibilities of the OCJ and CCHHS into planning, policies, and procedures for the delivery of behavioral health services.
- Implements change management processes that consider organizational dynamics and the policies and procedures of approving offices or agencies.
- Navigates and builds relationships, partnerships, or coalitions to advance the Cook County juvenile justice system's vision and/or mission.
- Provides guidance and consultation for professional staff activities to clinical leads to ensure conformity and consistency with the mission, goals, and objectives on mental health care.
- Monitors programs through regular meetings with leadership and staff.

### Typical Duties continued

- Reviews reports to ensure programs are carried out within appropriate staff and budgetary resource limitations and consistent with established policy.
- Assists the area clinical leads with developing and implementing the mental health operating budget.
- Assists vendor leadership with the review of the budget to attain mission, goals, objectives and necessary approvals.
- Monitors budget regularly to ensure compliance with spending limits.
- Meets with community based providers and behavioral health groups to promote understanding and awareness of the mental health services needs of juveniles and to resolve problems.
- Provides consultation to behavioral health staff and others regarding the delivery of mental health and substance use disorders services.
- Provides consultation to the clinical leads regarding complex cases directly or by arranging for services of specialists in the field.
- Consults as needed with JTDC Administration and the clinical leads to resolve complaints regarding issues specific to behavioral healthcare rendered by the psychiatrist, advanced practice nurses, psychologists, licensed clinical social workers and mental health specialists or consultants.
- Schedules meetings with area clinical leads, JTDC Administration or pertinent others as needed to discuss issues pertaining to mental health treatment program.
- Monitors behavioral health programs to assure conformance with applicable standards of practice.
- Assists in identifying and resolving interdisciplinary issues through meetings with the clinical leads and/or Court and JTDC administration staff.
- Reviews and resolves incident reports, letters of inquiry, and complaints and provides such information to the administration.
- Attends JTDC committees and meetings as requested.
- Provides consultation to non-psychiatric staff regarding behavioral health service delivery.
- Consults with Cermak, JTDC and Cook County Health & Hospitals System (CCHHS) Administrative staff to ensure that policies and staff practice pertaining to medical care are consistent with mental health goals.
- Consults with Cermak, JTDC Administrative staff to ensure that policies and staff practice pertaining to security procedures are consistent with mental health goals.
- Consults with institution staff including psychologists, medical staff, or security staff regarding difficult or complex cases.
- Interprets and integrates federal, state, and industry laws or policies on corporate compliance;
- Maintains National Commission on Correctional Health Care (NCCHC) accreditation for behavioral health services provided under the OCJ.
- Develops and implements current HIPAA policies regarding Protected Health Information (PHI), as it is related to IT equipment, email communication, phone or other communication, and proper handling, disposal or destruction of information and documents containing; ensuring all faculty and staff complete required training modules
- Participates in mortality reviews.
- Responds to media requests as directed by the CCHHS.
- Consults with County budget analysts in the area of behavioral health to assist with financial analysis and budget requests.

### **Typical Duties continued**

- Meets with off-site providers to coordinate care, establish policy and/or resolve problems.
- Meets with the Behavioral Health Stakeholder Advisory Group to promote understanding and awareness of the health service needs of residents and to resolve problems.
- Works to maintain compliance with the National Commission on Correctional Healthcare (NCCHC) standards as they apply to mental health operations.
- Formulates and maintains policies and procedures that are consistent with NCCHC standards.
- Administers personnel actions in compliance with Equal Employment Opportunity Commission (EEOC) standards.
- Reviews all disciplinary actions, resignations and dismissals for compliance with appropriate standards and rules.
- Provides information and direction to employees to assure support for EEOC compliance.
- Conducts assessments using clinical interviews, brief mental status exams and screenings of mental illness, and chemical abuse and provide a clinical diagnoses
- Reviews file material and/or obtain information from institution and/or field staff in order to make psychological recommendations.
- Selects and provides appropriate therapeutic interventions, including individual counseling, group therapy, cognitive/behavioral therapy or other psychological treatment as needed for the residents.
- Documents in the medical record all psychological services provided, including psychological assessment reports, treatment plans, therapy progress notes, termination reports and other psychological reports as needed.
- Reviews individual case and program referrals to develop suitable programming recommendations in the educational, social, and security areas based on psychological findings and assist in implementation of these recommendations.
- Participates in clinical team staffing when applicable
- Provides on-call emergency services as assigned. Respond as required.
- Provides crisis intervention services as necessary.
- Assesses and makes recommendations regarding placement in and removal from observation status and use of environmental alerts.
- Performs other duties as necessary to support behavioral health services across the juvenile justice continuum.

### **Reporting Relationships**

Reports to the Chief Operating Officer, Correctional Health Services

### **Minimum Qualifications**

- Master's degree, Ph.D. or PsyD. in clinical Social Work, Counseling, or Psychology, from an accredited college or university and applicable licensure (LCSW, HSPP, etc.)
- Current License in one of the following specialties:
  - Licensed Clinical Professional Counselor
  - Licensed Clinical Social Worker
  - Licensed Clinical Psychologist
  - Licensed Marriage & Family Therapist
- Five (5) years of experience in managing a mental health or substance use disorder program
- Three (3) years of experience in managing budgets, personnel, conducting performance reviews, and establishing performance goals



### **Minimum Qualifications continued**

- Prior experience administering policies and procedures within a correctional facility, health care or mental health clinic, or social service entity
- Prior experience providing patient care or support to youth and/or adolescent populations
- Recent experience in obtaining accreditation from agencies, i.e. National Commission on Correctional Healthcare (NCCHC), (ACA), Joint Commission, etc.
- Current Cardiopulmonary Resuscitation (CPR) certification

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

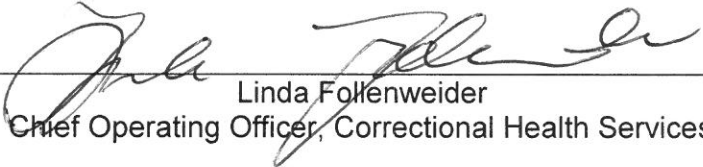
- Knowledge of the theory, principles and practices of Psychology and/or Medicine.
- Knowledge and ability to initiate and plan programs, set goals and objectives, and establish work plans for effective mental health program implementation in a secure juvenile correctional setting.
- Knowledge of current standards and effectiveness of mental health programming and care delivery in a juvenile justice setting.
- Knowledge of the principles and practices of mental health programming and administration including knowledge of therapeutic and diagnostic methods, mental health records and prevention of suicide in secure correctional settings.
- Knowledge of research techniques.
- Knowledge of management and supervisory techniques.
- Knowledge of program evaluation and budget development techniques.
- Knowledge of the legislative process and the ability to testify in front of governmental committees.
- Knowledge of Illinois Regulation and Licensing requirements, investigative process and issues regarding maintaining licensure.
- Knowledge of clinical supervision and training techniques.
- Knowledge of methods and techniques to evaluate staff performance and development.
- Knowledge of the standard of practice and ethical principles governing the conduct of mental health staff.
- Knowledge of American Psychological Association (APA) and Association of Psychology Post-Doctoral and Internship Centers (APPIC) requirements for internships in professional psychology.
- Demonstrated expertise as a senior behavioral health services leader, including but not limited to: history of clinical practice and/or research in the field; business acumen; understanding of complex organizations; change leadership; credibility working with the delivery system; ability to build balanced, trusting relationships with partners.
- Demonstrated effective oral and written communication skills in dealing with the public, professional organization, government agencies, and legal representatives.
- Skill in establishing and maintaining effective working relationships with individuals at all levels Department wide, in a wide variety of organizations and with different concerns and viewpoints.
- Ability to exercise initiative and judgment in developing, interpreting and administering policies, standards and regulations.
- Ability to work effectively with JTDC and Juvenile Probation Department Administration.
- Ability to keep abreast of new developments in the field of correctional mental health care.
- Ability to direct the professional education of mental health staff through on and off-site programs.

**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:  \_\_\_\_\_ 7-20-2018  
Linda Follenweider  
Chief Operating Officer, Correctional Health Services Date

Approval: \_\_\_\_\_  
Claudia Fegan  
Chief Medical Officer Date

Approval: \_\_\_\_\_  
Barbara Pryor  
Deputy Chief of Human Resources Date