



Job Code: 8178

Grade: 24

HCWR: N

Job Title

Senior Behavioral Health Officer

Department

Administration

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

Job Summary

The Senior Behavioral Health Officer directs operations for the Cook County Health (CCH) Office of Behavioral Health. The Senior Behavioral Health Officer is responsible for county-wide programs in behavioral health including services that is culturally competent, efficient and compassionate. The Senior Behavioral Health Officer will oversee the expansion and improvement of existing behavioral health services across CCH and the community which includes oversight of inpatient services, outpatient services, community-based services, substance abuse services, and justice-involved to advance the vision and strategic goals of the CCH Office of Behavioral Health.

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 meetings

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

Supervision

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



General Administrative Responsibilities

Management

- Contribute to the management of CCH staff and CCH' systemic development and success
- Discuss and develop CCH system policies and procedures
- 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

- Directs behavioral health services and operations of CCH BHA.
- Reviews, monitors, and updates behavioral health policies and policies.
- Establishes effective operational practices and works closely with various health plan departments and regulatory agencies to ensure contracts meet operating, financial and legal standards.
- Contributes to and executes the BHA vision for promoting behavioral health services and spearheads initiatives to reduce stigma associated with behavioral health and wellness in the community.
- Ensures overall clinical quality and safety that meets or exceeds national best practices where appropriate.
- Promotes a culture of employee engagement and professional development including education and research.
- Directs and leads operational success efforts with a focus on quality efforts to exceed patient expectations.
- Collaborates with leadership regarding behavioral health matters and initiatives.
- Develops actionable strategies and plans to ensure alignment for both short- and long-term substance abuse and justice involved patients' objectives for CCH.
- Develops and implement processes and procedures for continuous improvement of behavioral health services in Cook County including inpatient services, outpatient services, justice involved services, community-based services, and substance abuse services.
- Oversees development, implementation, and monitoring of behavioral health service training and competencies for staff.
- Partners with CCH Leadership to collaborate and execute key initiatives.
- Ensures compliance with federal, state, and local regulations and standards as necessary.
- Performs other duties as assigned.

Reporting Relationship

Reports to Chief Executive Officer, CCHHS

Minimum Qualifications

- Licensed Clinical Professional in the State of Illinois or the ability to obtain license two weeks



Minimum Qualifications

prior to starting employment

- Master's degree from an accredited college or university
- Seven (7) years of experience in clinical practice
- Five (5) years of behavioral health management experience
- Experience working with executive leadership to drive strategic programs
- Experience with public health institutions and initiatives
- Experience working in a safety net health care system

Preferred Qualifications

- Seven (7) years of experience in clinical practice in both inpatient and outpatient settings
- Experience working with the needs of vulnerable populations who have chronic or complex bio-psychosocial needs
- Experience and knowledge of Microsoft Word, Outlook, Excel, Access
- Experience in grant proposal, development, compliance and success reporting
- Project and Program management experience
- Expertise in guiding teams through process efficiency and operational excellence

Knowledge, Skills, Abilities and Other Characteristics

- Applies a population health lens to influence change in the social determinates of health for the county including housing, food accessibility, and education among others
- Monitors processes and procedures to ensure compliance with contractual regulatory and accreditation entities
- Highly effective communicator, able to address sensitive issues with staff, patients, media, and community groups
- Knowledge of medical terminology and/or experience with CPT, ICD-10 and DMS-V coding - Provide leadership and support to front-line staff
- Provides guidance to behavioral health management for future expansion and growth efforts - Assists with development of member and provider education tools and materials
- Assists with development of clinically focused training associated with behavioral health assessment, care plan development and behavioral health services
- Performs data analysis and develops specific actions to manage medical cost trends
- Establishes, maintains, and fosters professional working relationships with all behavioral health providers and develops regular ongoing working relationships with the community mental health systems in the market including community mental health centers, correctional mental health centers, treatment facilities and other significant behavioral health providers
- Ability to analyze and interpret financial data to coordinate the preparation of financial records



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.