



Job Code: 9498

Grade: K12

HCWR: N

Job Title

Associate Chair of Psychiatry

Department

Psychiatry

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

Job Summary

Under the direction of the Chair of the Department of Psychiatry, the Associate Chair will oversee all psychiatric clinical services and operations throughout Cook County Health (CCH) facilities. The Associate Chair will provide guidance/supervision to Division Chairs, line staff which includes psychiatrists, APRN providers, psychologists, social workers, and other support staff to provide state of the art clinical care in adult and child/adolescence services for CCH patients. The Associate Chair is also responsible for leading consultative services and emergency services at designated sites.

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

- Manages day to day operations of the clinical functions relative to the Department of Psychiatry.
- Participates in the onboarding, orientation, enculturation, and faculty development training for early and mid-career faculty.
- Assumes clinical leadership and supervision of all staff.
- Interface with Division Chairs and Chief of Psychologist
- Be available, on-call 24/7 and respond to all calls, emails, in a timely manner.
- Develops and manage updates of department policies, procedures and system-wide training as requested to ensure compliance with all regulatory agencies.
- Manage credentials of all staff for bi-annual and annual evaluations as required (FPPE, OPPE, etc.).
- Analyzes productivity statistics by profession monthly to hold the disciplines to standards of practice and departmental expectations.
- Assists in the development and implementation of relevant Quality Improvement studies, projects, and initiatives important to the behavioral health system's clinical and operational improvement.
- Coordinates staff training during orientations/change of clinical assignments and continuing learning for psychiatrists and advanced practice providers
- Evaluates employees' performance and conduct corrective action, as appropriate, outside of disciplinary process
- Serves as an attending for ambulatory care.
- Performs other duties as assigned by the Chair.

Minimum Qualifications

- Doctor of Medicine (MD) or Doctor of Osteopathy Medicine (DO) from accredited program and General Psychiatry residency from accredited program.
- Licensed as a physician and a surgeon in the State of Illinois or have the ability to obtain licensure prior to starting employment
- Valid Illinois and Federal controlled substance license or have the ability to obtain prior to starting employment
- American Board of Psychiatry and Neurology Board Certified in General Psychiatry.



Minimum Qualifications

- Five (5) years clinical experience
- Three (3) years of administrative/ management experience in a multifaceted psychiatry department
- Experience providing emergency and inpatient psychiatric consultations to medically ill patients
- Experience managing services and scheduling
- Specific knowledge and/or experience with gender, age, race/ethnicity, sexual orientation, SES, substance abuse and medical issues of the treatment population served

Preferred Qualifications

- Bilingual

Knowledge, Skills, Abilities and Other Characteristics

- Knowledge of all applicable departmental, Cook County, state, and federal regulations regarding patient care.
- Knowledge of age-specific and culture-specific differences in the target population, including physiological, psychological, cultural, and developmental differences in each group.
- Specific knowledge and/or experience with gender, age, race/ethnicity, sexual orientation, SES, substance abuse and medical issues of the treatment population served.
- Skills in teaching and supervising medical students in emergency, consultation, and ambulatory psychiatry.
- Excellent human relations and oral/written communication skills.
- Strong organizational skills to manage large volume of patients and referrals.
- Facilitation of teamwork and collaborative interaction between clinical staff and other practice personnel.
- Participation in quality improvement activities and professional development activities.
- Comfort with direct supervision of other clinical staff members and team.
- Excellent human relations and oral/written communication skills.
- Strong organizational skills to manage large volume of patients and referrals.
- Ability to work independently, be able to prioritize, and manage time.
- Ability to assess information, apply critical thinking to determine course of action, and relay this information to patients, families, and clinical staff.
- Ability to provide clear and concise documentation regarding patients and to maintain this information in a confidential manner.
- Ability to work independently, be able to prioritize, and manage time.

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.