

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

CORRECTIONS REGIONAL MENTAL HEALTH SERVICES ADMINISTRATOR

POSITION CODE: 09857

Effective: 2-1-15

DISTINGUISHING FEATURES OF WORK:

Under administrative direction, organizes, plans, executes, controls and evaluates the administration of comprehensive mental health treatment services provided to individuals in Department of Corrections facilities within an assigned region; provides clinical direction to mental health staff, contractual staff and interns within the facilities; evaluates facility services by monitoring implementation of revised practices, modifications of standards of care and program initiatives that relate to continuity of services; plans and directs the course of treatment to provide effective managed care and advance department goals and objectives; serves as a 24 hour on call mental health professional/crisis team leader and travels as necessary to accommodate the operational needs of the department; assesses continuity and conformity of mental health care protocols, practices, delivery systems and special needs of the facilities within the assigned region.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Serves as a regional administrator of comprehensive mental health treatment services within the facilities in the specified region of responsibility; organizes, plans, executes, controls and evaluates the operation of the supportive program; plans for and supervises the mental health treatment program delivery systems and problem resolutions for adult offenders; develops, revises and updates mental health policy to be consistent with department policy; prepares reports for program evaluation and results of research for administrative staff.
2. Provides clinical oversight to mental health staff, administrators, interns, practicum students and contractual employees; evaluates facility services by monitoring implementation of new and revised practices, policies, procedures, modification of standards of care; interprets new policy and procedures that affect facility processes.
3. Serves as full line supervisor; assigns and reviews work; provides guidance and training to assigned staff; counsels staff regarding work performance; reassigns staff to meet day-to-day operating needs; establishes annual goals and objectives; approves time off; adjusts first level grievances; effectively recommends and imposes discipline, up to and including discharge; prepares and signs performance evaluations; determines and recommends staffing needs.

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4. Audits the delivery methods and outcomes of mental health services in the assigned region; travels to conduct on-site observations at the facilities; reviews statistical data and reports from facility mental health managers and administrators; consults with administrative staff on program needs; monitors the audit and accreditation processes of facility treatment services.
5. Confers with facility mental health staff to discuss current issues, standards of care, staffing and training concerns; develops and delivers training to ensure staff are aware of new treatments and interventions to provide effective managed care and security; consults with staff on requested information for audit and accreditation process; monitors agreements with contractual service providers to confirm all provisions are adhered to and effectively recommends termination or renewal of contract.
6. Establishes and evaluates the overall treatment plans of adults in the care of regional facilities to establish or achieve program goals and desired outcomes such as enhancing progress through rehabilitation or successful re-entry of offenders back into the community; reviews offender correspondence and monitors offender grievances to promote and facilitate resolutions at the facility level; discusses grievances with offenders to determine whether changes are warranted in the provision of mental health services and/or additional training is warranted for staff; discusses offender progress with facility mental health personnel; consults with agency legal staff on matters with potential legal impact.
7. Serves on institutional and program planning committees; conducts quality assurance audits and meetings; compiles monthly and annualized statistical data into reports for review by administrative staff; coordinates mental health program services and research activities with other agency services or other authorized extra-departmental services.
8. Serves as a 24 hour on call mental health professional and/or crisis team leader to provide crisis management, mental health services and support for assigned facilities; advises facility staff on action and treatment protocols; evaluates responses to crises; travels as necessary to perform the duties required.
9. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

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DESIRABLE REQUIREMENTS:

Education and Experience

Requires a doctoral degree in clinical, school or counseling psychology from a program accredited by the American Psychological Association or approved by the Council for the National Register of Health Service Providers in Psychology.

Requires three years of professional qualifying experience which must include one year of supervised internship and one year of postdoctoral supervised experience in clinical, school or counseling psychology.

Requires licensure as a clinical psychologist by the Illinois Department of Financial and Professional Regulation.

Knowledges, Skills and Abilities

Requires thorough knowledge of professional psychological treatment modalities for persons in a forensic setting, and the medical, nursing, social services and programs required for their care, treatment and rehabilitation.

Requires thorough knowledge of mental health administration and related Federal and State laws and regulations.

Requires extensive knowledge of the field of forensic psychology.

Requires ability to plan, direct and coordinate elements of a statewide mental health service delivery system.

Requires extensive knowledge of agency programs, service objectives, activities and operational systems.

Requires extensive knowledge of staff utilization and employee motivation.

Requires ability to apply advanced knowledge of theories and assumptions underlying the field of psychology to the employing agency's offender population.

Requires ability to develop and manage elements of a supportive agency in concert with the efforts of other agency services.

Requires ability to perform shift work including weekends and holidays to accommodate emergency or crisis on-call requirements.

Requires ability to analyze administrative problems and adopt an effective course of action.

Requires ability to develop, install and evaluate new and revised methods, procedures and performance standards.

Requires ability to exercise judgment and discretion in developing, implementing and interpreting departmental policies and procedures.

Requires ability to develop and maintain cooperative working relationships.

In addition to English verbal and written skills, candidates may be required to translate, speak and write a foreign language at a colloquial skill level. Some positions may require manual communication skills.

Requires possession of an appropriate valid driver's license and the ability to travel.