



Code: 3536

Family: Health and Human Services

Service: Health and Welfare

Group: Medical and Social Service

Series: Social Service

CLASS TITLE: POLICE MENTAL HEALTH CLINICIAN

CHARACTERISTICS OF THE CLASS

Under general supervision, the class assesses, debriefs, and provides immediate clinical and crisis intervention care to sworn Chicago Police Department employees and their families, and performs related duties as required

Positions at this level work under the guidance of Supervising Mental Health Clinicians and the Assistant Director on the development and implementation of mental health services and programs provided in the Professional Counseling Division of the Chicago Police Department

ESSENTIAL DUTIES

- Manages short and long-term caseload of clients enrolled in the Chicago Police Department's Professional Counseling services
- Conducts clinical assessment services reviewing factors such as: level of risk to the individual and/or others due to the crisis; contributing environmental, medical, psychiatric and/or interpersonal factors
- Responds to incident scenes, hospitals, sworn personnel homes, etc., providing trauma, emergency crisis intervention and mental health evaluations to provide care and to ensure compliance with department directives and professional standards on a 24/7 basis
- Assists at incident scenes and hospitals, stabilizing the crisis and helping individuals connect with family, friends, or a community resource
- Conducts trauma debriefings in accordance with the Traumatic Incident Stress Management Program (TISMP)
- Identifies the signs of emotional and psychological trauma and helps manage stress and mental health strains that may occur after a critical incident
- Works in conjunction with higher-level clinical personnel to develop crisis plans to decrease the potential for future crisis occurrences in conjunction with sworn personnel and their families
- Works with supervisory staff to make determinations when individuals require higher level of clinical support and facilitates referrals
- Tracks program utilization and assures program and services meet the needs of CPD individuals and families
- Conducts training sessions and speaks at department trainings and roll calls on various topics pertaining to emotional and behavioral issues to promote services offered in the Professional Counseling Division
- Completes appropriate case notes, documentation, and disposition of cases in accordance with established guidelines and department protocols
- Provides outreach, assessment, engagement, and follow-up to support individuals in need
- Identifies and links individuals to needed community, medical, and psychiatric resources
- Responds to requests for mental health clinicians during off hours as required
- Delivers services that are compassionate, trauma-informed, and attentive to the particular needs and values of each client
- Maintains client confidentiality is upheld at all times

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Graduation from an accredited university with a Master's degree or higher in Social Work, Counseling, Psychology or a directly related field, PLUS two (2) years of counseling or crisis intervention work experience

Licensure, Certification, or Other Qualifications

- Possession of one of the following certifications:
 - Licensed Professional Mental Health Counselor (LPMHC)
 - Licensed Certified Professional Counselor (LCPRC)
 - Licensed Clinical Social Worker (LCSW)
 - Licensed Master Social Worker (LMSW)
- A valid State of Illinois driver's license is required

WORKING CONDITIONS

- General office environment
- Exposure to outdoor elements
- Police facility environment including intensive crisis situations
- Exposure to outdoor weather conditions including extreme weather situations
- Assigned work shift may vary
- Ability to work flexible and on-call hours may be required. Hours can change depending on program needs

EQUIPMENT

- Standard office equipment (e.g., telephone/mobile device, printer, photocopier)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer/tablet)

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Knowledge of:

- *therapeutic and crisis intervention techniques, skills, and theory
- *psychology, human behavior, and group dynamics
- specialized mental health programs
- *mental health care principles, practices, and procedures
- *trauma-informed principles and practices
- *individual, family, and group psychotherapy and counseling

- *co-occurring disorders
- *applicable federal, state, and local laws, regulations, and guidelines
- understanding of privacy rules and laws, mandatory reporting, and legal responsibilities to patients and the community and other related laws, rules, and regulations including HIPPA

Some knowledge of:

- critical Incident Stress Management (CISM), consultations and debriefings
- first responder specific training, experience, and certificates (e.g., officer suicide prevention, stress management for law enforcement, and critical incident management)
- criminal justice system first responder and law enforcement services
- occupational issues present for first responders and the ability to create actionable plans

Knowledge of applicable City and department policies, procedures, rules, and regulations

Skills

- ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- INSTRUCTING - Teach others how to do something
- SOCIAL PERCEPTIVENESS – Demonstrate awareness of others' reactions and understand why they react as they do
- JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- CONCENTRATE - Concentrate on a task over a period of time without being distracted
- RECOGNIZE PROBLEMS - Tell when something is wrong or is likely to go wrong
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns
- ORGANIZE INFORMATION - Arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations)

- REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)
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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
January, 2023