



**Code: 3537**

Family: Health and Human Services

Service: Health and Welfare

Group: Medical and Social Service

Series: Social Service

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## **CLASS TITLE: SUPERVISING POLICE MENTAL HEALTH CLINICIAN**

### **CHARACTERISTICS OF THE CLASS**

Under general supervision, the class supervises and participates in assessing, debriefing, and providing immediate clinical and crisis intervention care to sworn Chicago Police Department employees and their families

Positions at this level typically work under the direction of an Assistant Director and Director of Professional Counseling Services on the management of mental health services and programs in the Professional Counseling Division of the Chicago Police Department

### **ESSENTIAL DUTIES**

- Supervises and maintains short and long-term caseload of clients enrolled in the Chicago Police Department's Professional Counseling services
- Reviews caseload assignments, records and documentation to ensure therapeutic and crisis services meet department expectations and clinical guidelines
- Provides case consultations to increase quality of care
- Assists in the preparation of staff performance evaluations and identifies areas of improvement
- Identifies training opportunities and provides training to lower level clinicians
- Responds to on duty and off duty critical incidents (e.g., use of deadly force, death or injury of civilians, catastrophic disaster, death of a child, etc.) and crisis situations on a 24/7 basis and provides support, resources, referrals, and case management services
- Oversees and 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
- Assists at incident scenes and hospitals, stabilizing the crisis and helping the CPD individual connect with family, friends, or a community resource
- Conducts trauma debriefings in accordance with the Traumatic Incident Stress Management Program (TISMP)
- Utilizes therapeutic techniques to assist clients recover from traumatic and crisis experiences
- Identifies the signs of emotional and psychological trauma and helps manage stress and mental health strains that may occur after a critical incident
- Oversees the development of crisis plans to decrease the potential for future crisis occurrences in conjunction with sworn personnel and their families
- Conducts counseling sessions with families, couples, and children of sworn personnel
- Conducts thorough assessments and participates in team decision making recommendations when clients require a higher level of clinical care and support care is required and facilitates referral
- Tracks program utilization and assures the program and services meet the needs of CPD individuals and families
- Conducts training sessions and speaks at department training and roll calls on various topics pertaining to emotional and behavioral issues to promote services offered in the Professional Counseling Division

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- Completes appropriate case notes, documentation and disposition of cases in accordance with established guidelines and department protocols
- Identifies trends in clinical services and keeps management abreast of trends
- Provides outreach, assessment, engagement, and follow along 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 particular 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 three (3) years of crisis intervention work

**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 Marriage and Family Therapist (LMFT)
- 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**

Considerable knowledge of:

- \*crisis intervention techniques, skills, and theory
- \*psychology, human behavior, and group dynamics
- \*eye movement, desensitization, and reprocessing therapy
- 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

Moderate 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

Other knowledge as required for successful performance in the Police Mental Health Clinical class

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
- LEARNING STRATEGIES - Select and use training/instructional methods and procedures appropriate for the situation when learning or teaching new things
- MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
- 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

Other skills as required for successful performance in the Police Mental Health Clinical I class

**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)

Other abilities as required for successful performance in the Police Mental Health Clinical class

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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.

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City of Chicago  
Department of Human Resources  
January, 2023