Title
Alternative Sanctions Program Coordinator

Categories
FTE

Classification
Program Coordinator

Closing Date
Until Filled

Percent of Time
100%

Personnel Code
12065

Program
Clinical Assessment Unit

Job Information

JOB SUMMARY:
The JMHC Alternative Sanctions Program Coordinator (PC) is responsible for overseeing three multi-agency community based programs; Drug Treatment Court Program (DTCP), Day Report and Treatment Program (DART) and Treatment Alternative Program (TAP). These programs are designed to provide a combination of substance abuse treatment and case management services as an alternative to incarceration and, by extension, as an alternative to further criminality, for persons with serious AODA problems who are also involved in the criminal justice system. The program coordinator is expected to perform across a full range of responsibilities including development and implementation of program planning, policies and procedures; coordination of contracted services; liaison with the criminal justice and treatment systems; supervision of clinical assessment and administrative support staff; direct clinical services; development of program materials including screening and assessment instrumentation; data collection; program evaluation and reports to state and county government. The program coordinator is responsible to the unit manager and may assume other duties as assigned, such as involvement in one or more Center or community committees.

QUALIFICATIONS

ESSENTIAL:
- Master’s degree in human services with 3 years combined related clinical and administrative experience or Bachelor’s degree plus 5 years combined related clinical and administrative experience
- Comprehensive understanding of substance abuse and mental health issues
- Knowledge of management and supervision
- Comprehensive understanding of criminal justice and correctional systems,
- Experience working with persons in the criminal justice system
- Knowledge of community treatment resources and systems
- Demonstrated commitment to assessment work as a distinct clinical entity.
- Strong commitment to improving cultural diversity as demonstrated by valuing difference and diversity, recognizing own limitations in personal competence, and awareness of ways to improve cultural competency
• Strong commitment to respecting consumers
• Experience and/or knowledge of continuous quality improvement practices
• Excellent verbal and written communication skills
• Experience working with a culturally diverse population

PREFERRED:
• Bilingual (English/Spanish)
• Experience evaluating persons for violence and aggression
• Experience working with diverse cultural groups and in culturally diverse work settings
• Experience coordinating services among multiple / philosophically diverse systems
• Experience providing staff supervision in a human services setting
• Licensed in the State of WI as a substance abuse and/or mental health clinician and/or clinical supervisor

RESPONSIBILITIES:
A. Coordination of the program’s clinical services (high responsibility; 45% of effort)

• Monitors the utilization and coordination of TAP/Drug Court/DART services to improve quality, client accessibility, and cost effectiveness
• Coordinates weekly case review meetings with contracted direct service staff for all active clients to ensure quality of care and compliance with program rules
• Reviews all completed assessment files prior to program admission to monitor disposition plans; approves all recommended treatment changes during an individual's involvement in the program
• Maintains positive working relationships with, and provides training and liaison services to key treatment and case management staff, the Department of
• Community Corrections, Sheriff’s Department, judiciary, District Attorney's office, Public Defenders Office, private attorneys, and other county diversion programs
• Coordinates program admissions with other county diversion programs
• Serves as the direct clinical coordinator for the DART program by appearing in weekly court sessions, consulting with case managers and coordinating services.
• Provides direct screening and assessment services as needed and if available

B. Quality assurance and administration (high responsibility; 25% of effort)

• Coordinates the day-to-day operations of the programs
• In concert with the manager, represents the program to the funders
• Takes the lead role in the recruitment, hiring, training and retention of a skilled, diverse work staff consistent with the goals of the MHCDC
• Establishes working agreements with agencies and systems involved with the programs
• Takes the lead role in problem solving issues that pertain to the coordination of services with other systems and agencies
• Performs performance recognition reviews for staff
• In concert with manager and funder, develops, implements, and reviews all policies and procedures
• Resolves interagency problems among contracted staff
• Coordinates regular meetings for information sharing among contracted agencies
• Coordinates preparation and presentation of data reports to state and county government as required
C. Programmatic support (high responsibility; 30% of effort)

- Participates in regular case consultation meetings with assessors and as needed with hourly assessment staff
- Coordinates the scheduling of program admissions with case management offices in accordance with census and admission priorities
- Makes referrals to any residential or supportive housing service that will be required upon an individual’s release from jail, and manages the wait list for those services for all individuals awaiting admission to the program
- Notifies the jail system of all scheduled participants expected release dates
- Informs and consults with appropriate service providers about special needs cases prior to program admission
- Assists clerical staff in scheduling interviews in accordance with admission priorities and a limited number of program openings
- Provides presentations on the Alternative Sanctions programs to all potential referral sources and develops written materials as needed for public information

Applications are available:

- at www.journeymhc.org/careers
- or pickup at Journey Mental Health Center, 625 W Washington Ave., Madison, between 8 a.m. and 8 p.m. Monday-Thursday and 8 a.m. to 5 p.m. Friday
- or by phone at (608) 280-2677

Resumes are NOT accepted in place of completed application forms, but can be attached. Employment is contingent upon a receipt of favorable results of background history and driver’s record check.

Journey Mental Health Center is an Equal Opportunity/Affirmative Action Employer. It is the agency’s belief that staff diversity and cultural competence are the foundation for services, which are accessible, effective, and relevant to the diverse needs of Dane County children, youth, families, and adults. Women, disabled, and culturally diverse applicants are strongly encouraged to apply.