Job Posting

**TITLE**
13022 Recovery House Program Coordinator

**CATEGORIES**
FTE

**CLASSIFICATION**
Program Coordinator

**CLOSING DATE**
Until Filled

**PERCENT OF TIME**
80% FTE

**PERSONNEL CODE**
13022

**PROGRAM**
Crisis Stabilization

**JOB INFORMATION**

*Job Description:*
Recovery House (RH) is a hospital diversion program that serves individuals who have experienced a mental health crisis and require ongoing stabilization before resuming community living. It is a short-term (3-7 days on average) stabilization program that offers 24-hour staff availability. The PC provides culturally competent, recovery oriented and trauma informed services to a diverse population of JMHC consumers who utilize RH. The PC will be responsible for staff training, scheduling, group facilitation, oversight of discharge planning, staff meetings, addressing maintenance needs, as well as oversight of staff and the daily operations of RH. The PC will be under the direct supervision of the Crisis Stabilization team leader as well as the clinical managers overseeing the Emergency Services Unit.

*Essential Qualifications:*
- Bachelors Degree in Human Services Field with 5 years supervisory experience or Associates Degree with 8 years supervisory experience
- Demonstrated commitment to provide culturally competent services relevant to the diverse and unique needs/experiences/perspectives of each client
- Experience working direct care in a residential facility or hospital setting
- Demonstrated commitment to recovery focus principles and provision of trauma informed services
- Experience facilitating recovery focused groups
- Experience in managing mental health and related client crisis and the ability to supervise other staff involved in crisis resolution activities
- Strong organizational and leadership skills and ability to assist supervisees in the development of organizational skills
- Superior communication abilities (both verbal and written) and the ability to organized, direct and work effectively with interdisciplinary teams
- A valid driver’s license and access to a reliable car
Preferred Qualifications:
- Demonstrated expertise in providing cross cultural mental health services
- Clinical experience in crisis intervention/emergency mental health service
- Experience working with consumer service providers in Dane County
- Working knowledge of DHS 34
- Bilingual in Spanish and English
- Master of Science Degree in a human services field

Responsibilities:

Administrative Leadership

1. Participate in and provide leadership to staff meetings, training programs and other designated functions and assist in development of new programming.
2. Assist the Clinical Team Leader in recruiting, hiring, training and evaluating of new staff, students and volunteers.
3. Monitor and ensure staff service expectations.
4. Staff schedule including approving schedule changes, time off requests, training requests, overtime etc.
5. Flexible working hours, availability to work nights and weekends as needed.
6. Participate in meetings and projects as assigned by the Clinical Team Leader.

Provision of Clinical Services

1. Develop response plans aimed at maximizing psychiatric stability and independence within a community setting.
2. Group facilitation and organization of recovery focused activities.
3. Complete accurate clinical records for all activities in a timely manner.
4. Complete needed admission and discharge paperwork for clients utilizing RH.
5. Work in an interdisciplinary team within the entire Emergency Services Unit (Bay Side Place and Crisis Stabilization) to provide needed diversion services to clients.
6. Attend weekly staffing, consultations, and other clinical meetings as assigned.
7. Create and maintain daily programming at Recovery House, including group and individual service to clients

General Unit and Agency Duties

1. Work actively and positively to maintain good working relationships between Crisis Stabilization Program and other segments of the community, informing Clinical Team Leader of problems as they arise.
2. Work to improve own cultural competence: participate in the development and implementation of unit strategies to continue to improve the cultural competence of the unit’s services.
3. Work to improve meaningful consumer involvement in the unit’s services.
4. Attend all unit staff meetings, except when taking Earned Time.
5. Attend all JMHC in-service training events, except when taking Earned Time.
6. Participate in JMHC work committees as requested.
7. Other duties as assigned by supervisor.
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.