Job Posting

TITLE 13030 Clinical Coordinator
CATEGORIES FTE
CLASSIFICATION Senior Clinical Specialist III
CLOSING DATE Until Filled
PERCENT OF TIME 100%
PERSONNEL CODE 13030
PROGRAM Fordem Connections

SUMMARY:
The Clinical Coordinator assists the Clinical Team Manager with programmatic activities of the team and directs the clinical activities of the CSP treatment team. Primary duties include overseeing clinical services (e.g. - morning report, intakes and treatment planning, etc.), helping with day to day operation of CSP as specified in the job responsibilities outlined below, representing CSP to the community in the absence of, or along with, the Clinical Team Manager, designing and utilizing reporting mechanisms, providing consultation and training (including cross cultural), and providing direct services to a reduced case load of consumers. As well as other duties as assigned by the CSP Clinical Team Manager.

ESSENTIAL QUALIFICATIONS:
- Masters Degree in Social Work, Rehabilitation Psychology or related field with ability to bill Medical Assistance (minimum of 3000 hours clinical experience working with persons with severe mental illness, or 1500 hours working within a CSP)
- Minimum of three years experience working in a community support program (or similar assertive community treatment program) with people who have severe mental illness
- Meets the requirements of HFS 63 to function as a clinical coordinator
- Ability to make DSM diagnosis based on DSM assessment criteria, write a treatment plan and carry out treatment based on the DSM diagnosis
- Ability to provide psychotherapy and counseling and apply techniques shown to be successful with persons with severe mental illness such as Cognitive Behavioral Therapy, Motivational Interviewing, SolutionFocused, and Trauma Informed Methodologies
- Commitment to work toward improving cultural competence as demonstrated by: valuing diversity, recognizing personal limitations in one’s competencies, and having the desire to improve
- Strong commitment to principles of normalization and to facilitating consumer
participation in treatment/service planning and provision

- Extensive knowledge of psychotropic medications, their effects, and side effects
- Demonstrated ability to provide culturally and clinically sound case management services to people who have severe and persistent mental illnesses
- Strong verbal, writing, organizational, leadership and advocacy skills
- Access to a car and willingness to use it for work (i.e. - transporting consumers)
- Valid drivers license

PREFERRED QUALIFICATIONS:

- Familiarity with a wide range of benefits and an extensive understanding of how earned income effects benefits such as SSI and SSDI
- Understanding of the relationship between the Dane County criminal justice system and mental health treatment
- Experience and specialized knowledge in providing substance abuse treatment to folks who are dually diagnosed (i.e. - severe mental illness and substance use/dependence)
- Experience with public speaking, particularly presentations related to severe mental illness
- Fluency in Spanish as well as English
- Knowledge of methods and theories of psychosocial rehabilitation and the assessment/ evaluation tools useful in the rehabilitation approach
- Experience and ability with computer databases, particularly Macintosh systems

RESPONSIBILITIES:

Clinical (High Responsibility - 70% Of Effort)

1. The Clinical Coordinator manages a reduced caseload. He/She is responsible for primary case management activities of this caseload as well as supervising case management activities of the clinical team. The Clinical Coordinator provides psychotherapy as needed or supervises therapy provided by other eligible team members. Case management activities include but are not limited to:

   - psychotherapy
   - AoDA services,
   - activities of daily living training,
   - vocational endeavors,
   - working on finances and budgeting
   - obtaining and maintaining housing
   - assistance with legal problems and obligations
   - family systems counseling
   - ADL’s and psychosocial rehab
   - provision of, all needed services for each person on that caseload

2. Develop and/or direct in-depth assessments of new consumers. At assessment, along with the psychiatrist and Clinical Team Manager, establish that the consumer is eligible for services based on an Axis I diagnosis and has intensive case management needs or, is eligible for CSP based on Axis II diagnosis, a history of trying and needing more intensive services and has significant functional deficits.

3. Develop a comprehensive treatment plan for consumers on his/her caseload and supervise treatment plan updates for the clinical team. Six month treatment plan reviews
include a review of the current diagnosis based on DSM criteria as well as recommendations to the psychiatrist to support the current diagnosis or to consider an alternate diagnosis. The Clinical Coordinator makes recommendations for the treatment plan based on diagnostic findings while taking into account cultural and personal attributes and characteristics.

4. Make recommendations for, or provide psychotherapy, for mental health and substance abuse based on diagnostic findings. Suggested Therapy Modalities could include, Motivational Interviewing, Cognitive Behavioral Therapy, Behavioral Therapy, Solution Based and Trauma Informed Therapy.

5. Ensure that clinical team members maintain contact with consumers to a degree sufficient to monitor, assist and evaluate progress and compliance with treatment plan methodology. That case managers build relationships through which they and the consumer work together in such areas as: psychotherapy, AoDA services, activities of daily living training, vocational endeavors, working on finances and budgeting, obtaining and maintaining housing, and connecting to one’s own community and cultural context as he or she wishes, assistance with legal problems and obligations.

6. Monitor medication compliance and monitor for effects and side effects. Share observations with the team, including team RN’s and psychiatrist.

7. Assess consumer’s medical and mental status, progress, and problems, and share opinions with the team.

8. Take a lead in facilitating culturally and clinically competent functioning of the treatment team, supporting and covering for other team members as necessary. Ensure that services promote principles of normalization and consumer participation, and that they comply with HFS 63.

9. Provide or arrange for the provision of crisis management services as clinically and programmatically appropriate and necessary.

10. Ensure that with attention to required time lines the clinical team; maintains records of contacts and services, clinical charts, and correspondence, completes all paperwork and records required by administrative code, demonstrates good medical practice, and adherence to the county contract. Assist in modifying record keeping and paperwork so it allows for/encourages inclusion of data about one’s cultural and spiritual aspects.

11. Facilitate program unit meetings, team meetings, treatment planning, and morning report, functioning as one of the team leaders.

12. Coordinate clinical services with those of other Center units and outside agencies and assist in problem resolution around clinical issues. Take steps to ensure professional integrity in ethical situations in accordance to NASW and APA professional guidelines.

Programmatic (High Responsibility - 30% Of Effort)

1. Take the lead in developing and directing the CSP’s vocational efforts including benefits counseling and job development.
2. Attend management meetings such as the quarterly all supervisors meetings, small supervisors groups and the Bi-monthly CSP supervisors group.

3. Provide individual staff supervision to team members including annual performance evaluations.

4. Schedule staff for weekends and holiday coverage. Monitor time off requests to ensure staff provide coverage.

5. Represent CSP at community events or meetings as requested by the Clinical Team Manager.

6. Assist in the education and orientation of new staff, students, visitors, and volunteers.

7. Serve on Center committees or task groups as assigned.

8. Attend inservice training and conferences as assigned.

9. Implement and supervise projects or groups as assigned.

10. Provide clinically and culturally competent consultation, training and education about CSP services to other Center staff and outside providers on clinical issues according to individual expertise.

11. In collaboration with the Clinical Team Manager, assist with the supervision of CSP staff, oversee treatment planning, and provide clinical consultation as needed.

12. Respond to crises and events in which require a supervisor or management response.

13. Assist in conducting ongoing and special chart audits for CSP, including the collection of data for the quarterly reports to the County and the annual CSP monitoring report for the State. Participate in regular chart audits for clinical content and make recommendations to staff for improvement.

14. Work with the Clinical Team Manager to further the Mental Health Center’s and the CSP’s goal of becoming a more culturally competent, recovery oriented program and agency.

15. Consult with the Program Manager regarding staff vacancies at CSP, with an eye toward identifying areas of needed diversity within CSP.

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.