Job Posting

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<th>TITLE</th>
<th>13053 Clinical Coordinator</th>
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<tr>
<td>CATEGORIES</td>
<td>FTE</td>
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<tr>
<td>CLASSIFICATION</td>
<td>Program Coordinator</td>
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<tr>
<td>CLOSING DATE</td>
<td>6/27/13</td>
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<tr>
<td>PERCENT OF TIME</td>
<td>100%</td>
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<td>PERSONNEL CODE</td>
<td>13053</td>
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<td>PROGRAM</td>
<td>Outpatient Services/Alternative Sanctions</td>
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| JOB INFORMATION

**JOB SUMMARY:**

The Clinical Coordinator for Drug Court and DART position includes a blend of clinical coordination, assessment and case management responsibilities. The role of the Clinical Coordinator (70%) includes reviewing client case plans and progress weekly with case managers and offering clinical guidance and oversight as needed. This position works in a team model with the Judge, District Attorney's (DA) representative, Public Defender’s (PD) representative, and participates in weekly team meetings, court proceedings and the DART/DTCP Advisory Board. The role includes relaying information between treatment providers/case managers to the court system, providing clinical expertise to the team, including suggestions regarding the use of incentives and sanctions for individual clients.

Clinical responsibilities (30%) include determining eligibility, completing screens and written assessments, and coordinating appropriate services in DART/DTCP/TAP programs as needed. This position requires experience in assessments and providing treatment services to persons experiencing co-occurring disorders. This role includes limited case management duties and brief interventions as needed. This position requires travel within Dane County.

This position is directly responsible to the Alternative Sanctions Program Supervisor or designee. This is a full time position, which may include some evening hours, and is expected to meet minimum production expectations along with assuming other duties as assigned, including observations of substance abuse testing.

**QUALIFICATIONS:**

- Master’s degree in human services field with eligibility for licensure as a LPC, LMFT, LCSW or Clinical Substance Abuse Counselor licensure with 5 years relevant experience
- Demonstrated experience working with mental health and substance abuse
• Excellent-writing skills
• Strong commitment to cultural competency
• Demonstrated experience working with the criminal justice system including the courtroom setting
• Demonstrated experience in a clinical leadership role

PREFERRED:
• Experience working as a counselor in a certified AODA treatment facility
• Experience working in a treatment court setting
• Experience working with opiate addicted population
• Bilingual (English/Spanish)

RESPONSIBILITIES:
A. Provide Clinical Coordination For The DART/Drug Court Program (70% Of Effort)
1. Meet with case managers weekly, monitoring for compliance with treatment plans and reporting the updates to the court team
2. Offer clinical expertise in team meetings and court sessions, and assist in determining incentives and sanctions
3. Explain intake process to person’s observing DTCP and coordinate initial services
4. Review weekly case management reports and obtain any needed clarifications
5. Assist in coordinating treatment plan changes
6. Serve as a consultant to all interested parties; clients, family members, attorneys, case managers, treatment providers, and other professionals
7. Maintain documentation including correspondence with involved parties
8. Maintains excellent working relationships with outside referral sources and agencies/programs that provide services to all assigned clients
9. Participate in unit, committee and project staff meetings as assigned
10. Assist with the training of new staff and assist in providing education to students or visitors
11. Performs other work activities as required including periodic reports as directed

B. Provide Clinical Services (15% Of Effort)
1. Conducts interviews to accurately evaluates clients’ substance abuse/mental health issues and integrates clients’ cultural background into diagnostic findings and recommendations
2. Recommends additional assessment (medical, psychiatric, psychological, AODA) as deemed clinically indicated
3. Obtains collateral information to aid in the assessment process; by reviewing criminal records, jail conduct, probation records, past treatment records and interviews with family members or other person’s with knowledge of the client
4. Reviews all cases in which eligibility status is questionable with the program coordinator
5. Provides clients with a thorough understanding of program expectations and requirements, including their rights and the grievance procedure
6. Informs clients of their program status during the course of evaluation
7. Prepares written assessment reports for the court and service providers

C. Quality Assurance (15% Of Effort)
1. Continually upgrades clinical skills and knowledge
2. Maintains accurate and up-to-date clinical records and documentation following guidelines including policies governing confidentiality of client records
3. Accurately represents program’s philosophies, its strengths, range of services and special requirements to our clientele and referral sources
4. Responds promptly to requests for information

The above statements are intended to describe the general nature and level of work being performed by staff assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by staff so classified.

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.