# Job Posting

<table>
<thead>
<tr>
<th><strong>TITLE</strong></th>
<th>13060 Clinical Specialist</th>
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<tbody>
<tr>
<td><strong>CATEGORIES</strong></td>
<td>FTE</td>
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<tr>
<td><strong>CLASSIFICATION</strong></td>
<td>Clinical Specialist</td>
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<tr>
<td><strong>CLOSING DATE</strong></td>
<td>7/18/13</td>
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<tr>
<td><strong>PERCENT OF TIME</strong></td>
<td>100%</td>
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<tr>
<td><strong>PERSONNEL CODE</strong></td>
<td>13060</td>
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<tr>
<td><strong>PROGRAM</strong></td>
<td>Bay Side Place</td>
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**JOB INFORMATION**

**JOB SUMMARY:**
Bay Side Place (BSP) is a 12 bed hospital alternative for individuals experiencing a mental health crisis. BSP provides 24 hour care and support of a clinical team, providing individuals with guidance, education, resources, and referrals for ongoing services. The goal of the BSP staff is to provide the tools needed for each individual to return to optimal levels of functioning across domains upon discharge.

The BSP Clinical Specialist (CS) is responsible for providing culturally competent mental health assessments and interventions for adults admitted to the program. The assessment/treatment plans are based on an understanding not only of the individual's symptoms, but also of the strengths and social/cultural resources, which are available to the individual. The resources and support can be utilized to stabilize the presenting crisis. Support given by the CS includes, group and individual brief counseling, family education and meetings as needed, as well as treatment/discharge planning. The individual hired for this position must demonstrate the ability and willingness to learn the adult mental health system in Dane County. The job also necessitates working rotating shifts and holidays as necessary to enable BSP to operate 24 hours/day, 365 days/year. The CS is under the direct supervision of the BSP Manager, and Clinical Team Leader.

The CS must have access to their own insured vehicle and a valid Wisconsin driver’s license.

**ESSENTIAL QUALIFICATIONS:**
- Master’s Degree: MFT, PC, MSW: Licensure preferred, if not currently licensed candidate will be working toward licensure
- Must have experience working in a RESIDENTIAL setting for people with mental health and substance abuse issues
- At least two years relevant clinical experience in Adult mental health; solid clinical skills with adults
• Meets appropriate state licensing requirements to provide clinical services or is currently working toward licensure
• Demonstrated ability to work alone, to make independent decisions in high-risk situations
• Demonstrated ability to work collaboratively as part of a multidisciplinary team, seeking and accepting consultation when appropriate
• Demonstrated abilities to understand and work within complex systems both at Journey Mental Health Center and with other community mental health providers
• Demonstrated abilities to learn and interpret Ch 51 as well as clear knowledge of DHS 83
• Demonstrated commitment and abilities to work with individuals from all spiritual, cultural, and socioeconomic backgrounds
• Demonstrated commitment to exploring one’s own cultural frames of reference as well as the strengths and limitations these frameworks bring to one’s work with both team members and the individuals we serve
• Demonstrated commitment to respecting consumers and improving meaningful involvement of consumers in treatment planning and facilitation
• Excellent oral and written communication skills
• Demonstrated ability and willingness to utilize the DAP format when writing clinical notes
• Ability to work rotating shifts as necessary to ensure effective program functioning
• Valid driver’s license and access to own transportation

PREFERRED QUALIFICATIONS:
• Fluency in Spanish
• Experience working in a hospital or residential setting
• Experience working within cultures other than one’s own
• Clinical experience specifically in crisis intervention/emergency mental health services
• Working knowledge of both Ch. 48 and 51 as well as DHS 83

RESPONSIBILITIES:

I. CLINICAL
1. Receive and respond to inquiries, requests, and referrals for services.
2. Respond respectfully to all persons making referrals for themselves or others.
3. Gather sufficient information about the individual’s situation to provide appropriate services for an individual and plan for further assessment, or refer to more appropriate community resource.
4. Consult with and provide recommendations to hospitals, police and other mental health and community service providers.
5. Working knowledge of HIPAA Laws and regulations as well as state requirements for care in a CBRF.
6. Assess each individual upon admission, including psychiatric symptoms, suicide/homicide risk, and the social and cultural context of the individual. Utilize this information during treatment and discharge planning.
7. Make autonomous decisions in life-threatening situations when necessary.
8. Work with the client and his or her treatment team/support network, to formulate and carry out treatment plans aimed at the resolution of crisis situations.
9. Develop crisis treatment/response plans, utilizing the least restrictive settings; ESU
resources, Crisis Homes, other outpatient services, or an inpatient setting if appropriate.

10. Function as part of a team case management system, requiring clear, concise, and respectful communication among staff, utilizing resources inside and outside of the JMHC organization for ongoing treatment planning.

11. Must model openness to consultation that includes routine consultation and sometimes challenging case discussions among BSP staff and supervisors, routine consultation with BSP prescriber and RN staff, ESU psychiatrists and JMHC Medical Director.

12. Ability to work within an interdependent group in a way that promotes and maintains reliable, trusting and open working relationships with coworkers.

13. Provide medication administration to residents under the guidance and authorization of BSP APNP/Psychiatrist/RN.

14. Provide consultation to JMHC case managers regarding hospitalization of any JMHC client, seeking the least restrictive alternative. Assist in facilitating hospitalization if appropriate.

II. ADMINISTRATIVE

1. Maintain computer database records of all contacts, and written records on a daily basis or as needed.

2. Work actively and positively to maintain good working relationships between BSP team members, as well as with other providers in both the community and other JMHC programs, informing the Manager of problems as they arise.

3. Attend all unit staff meetings, except when using Earned Time.

4. Participate in the training of students, other trainees, volunteers, and psychiatric residents.

5. Attend all mandatory JMHC in-service training events, except when using Earned Time.

6. Participate in JMHC work committees as requested.

7. Participate in other duties as assigned.

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.