Job Posting

<table>
<thead>
<tr>
<th>TITLE</th>
<th>13067 Culture Broker/Social Worker</th>
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<tbody>
<tr>
<td>CATEGORIES</td>
<td>FTE</td>
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<tr>
<td>CLASSIFICATION</td>
<td>Clinical Specialist</td>
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<tr>
<td>CLOSING DATE</td>
<td>8/16/13</td>
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<tr>
<td>PERCENT OF TIME</td>
<td>90%</td>
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<td>PERSONNEL CODE</td>
<td>13067</td>
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<td>PROGRAM</td>
<td>Kajsiab House</td>
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**JOB INFORMATION**

**JOB SUMMARY:**
The Social Worker/Cultural Broker (Clinical Specialist or CS) provides counseling and case management services to Kajsiab House (KH) participants and their families. S/he also acts as a culture broker between consumers and other systems (Human Service, Education, Law Enforcement) that may be poorly accessed and understood by participants. The CS is keenly aware of the importance of providing services in a culturally sensitive manner and works closely with key individuals in the Hmong community (clan leaders, spiritual leaders, elders, educators) to design and facilitate intervention programs. S/he strives to improve cultural competence by participating in the “culture life” of the community, e.g. attending celebrations, studying the recent history of the Hmong refugees/immigrants. The CS will be the first point of contact for new participants who are referred to KH for clinical services. S/he will assess needs and design treatment plans, refer to or develop necessary resources, assist and extend the psychiatric services of KH and JMHC. S/he will run group therapy sessions for Hmong women and for mixed gender groups. This position will also involve in providing transportation for participants from KH and participants homes.

**QUALIFICATIONS:**

**ESSENTIAL**

- Demonstrated bilingual, bicultural expertise in working with Hmong refugees. Must have Bachelor’s degree and three years relevant experience or Master’s degree and some experience working with refugee population.
- Ability to assess progress and encourage positive change, taking into account cultural and clinical considerations, and consumers’ own wishes and definition of success.
- Commitment to work toward improving cultural competence as demonstrated by: valuing diversity, recognizing personal limitations in one’s cross cultural competence and expertise and having the desire to improve.
- Commitment to respecting consumer input and participation in program design, treatment planning and follow through.
The main focus of this position is to provide mental health services to the Hmong population in Dane County and other responsibilities given by the Program Manager or supervisor.

**PREFERRED**
- Possesses a Master's degree in Social Work or related field.
- Experience working with victims of post-traumatic stress disorder (PTSD) and/or depression.
- Special areas of expertise such as: AODA, vocational, domestic violence, sexual/physical abuse, dynamic of intergenerational conflicts.

**RESPONSIBILITIES:**

A. **CLINICAL (High Responsibilities-60% Effort)**
1. Attend and participate in case review and consultation meetings.
2. Provide counseling based upon diagnosis and treatment plans and evaluate results.
3. Provide clinical assessments and recommendations for follow up as appropriate.
4. Explain psychiatrist’s orders and help participants take medications as prescribed, and monitor for effects and side effects. Report observations to the psychiatrist.
5. Evaluate participant’s medical and mental status; assess progress, strengths, and problems; share opinions with the team.
6. Provide information within JMHC and in the community in the area of one’s clinical expertise.
7. Participate in education for professional growth and training to meet grant and agency requirements.
8. May supervise trainees and/or volunteers
9. Provide or arrange for the provision of crisis management services as clinically and programmatically appropriate and necessary.
10. Implement and supervise projects or groups as assigned.
11. Assume other duties as assigned by the Program Manager and/or immediate supervisor.

B. **ADMINISTRATIVE:(high Responsibility-40% Of Effort)**
1. Provide case manager generated documents for consumers record (e.g. intake summaries, progress notes etc.) as determined by certification requirements and JMHC policies.
2. With attention to required time lines, maintain records of contacts and services, clinical charts, and correspondence, complete all paperwork and records required by good clinical practice, and grant requirements. Assist in modifying record keeping and paperwork so inclusion of data necessary for grants occur.
3. Respond to requests from supervisors for data production and analysis.
4. Respond to requests of information (Inter/Intra- agency) assuring that confidentiality standards are met.
5. Attend staff and house meetings, may serve on screening committees for hiring process.
6. May serve on JMHC committees with supervisors permission.
7. Participate actively in program planning for KH.
8. Assume other duties as assigned by the Program Manager and/or immediate supervisor.