Job Posting

**TITLE**  
14009 Case Manager

**CATEGORIES**  
FTE

**CLASSIFICATION**  
Clinical Specialist

**CLOSING DATE**  
Until Filled

**PERCENT OF TIME**  
100%

**PERSONNEL CODE**  
14009

**PROGRAM**  
Outpatient Services

**UNION STATUS**  
Professional Bargaining Unit

**SALARY**  
$36,916.98 - $42,454.52

**JOB INFORMATION**  
Summary

The Clinical Specialist (CS) is responsible for providing professional clinical/case management services to diverse populations served in Outpatient Services (OS). S/he works closely with a multidisciplinary team to plan, coordinate, and deliver culturally competent, recovery oriented and trauma informed services. The CS provides an array of services including supportive counseling and case management. Primary duties include providing and coordinating direct clinical services, referring, assessments, monitoring progress, follow-up, documentation and correspondence. S/he will have an annual production hour expectation of 1325 hours for a 100% FTE. The CS reports directly to the assigned Clinical Team Leader with overall program supervision provided by the Clinical Team Manager. S/he will perform other duties as assigned.

**Essential Qualifications:**

- Master’s Degree in related human services field (e.g., Social Work, Nursing, Psychology, Counseling, etc.) with at least 2 years experience working with consumers who have mental health issues and/or AODA issues.
- Eligibility to obtain or current licensure in a related field, such as LPC, LCSW, APSW, etc.
- Eligibility to obtain within six months of hire or current licensure in alcohol and other drug addiction, such as SAC-IT, SAC, CSAC, SU specialty, etc.
- Demonstrated commitment to provide culturally competent, recovery oriented, and trauma informed services to diverse populations.
- Demonstrated ability to work collaboratively on teams with prescribers, nurses, counselors, and crisis service providers.
- Demonstrated commitment to community-based services for persons with multiple...
needs and inadequate resources.
- Excellent communication, time management and organizational skills.
- Ability to work both independently and as part of a team.
- Ability and willingness to provide coordination of services in addition to providing direct services.
- Demonstrated commitment to consumer empowerment and to improving the meaningful involvement and participation of consumers throughout the agency’s services.
- Strong organizational skills.
- Excellent verbal and written communication skills.
- Strong computer skills and comfort level with electronic medical record documentation.
- Ability to be a flexible and creative participant in a changing system.

Preferred Qualifications:
- Dual licensure in Mental Health and AODA certification, and MA billable.
- Bilingual in Spanish and/or South East Asian language

RESPONSIBILITIES
A. Delivery Of Clinical Services
1. Provide interim case management to consumers who are transitioning into and out of therapy services. Complete ongoing case management paperwork (e.g., treatment plans, assessments, supplemental data sheets, informed consents etc.). Provide a telephone point of contact for consumers who are receiving clinical services from the JMHC but do not have another “active” case manager.
2. Provide direct services consisting of supportive counseling (individual and group), case management and monitoring progress toward meeting individual goals.
3. Ensure that services are culturally competent, promote the principles of recovery, are trauma informed and promote consumer participation.
4. Develop comprehensive individualized assessments, treatment plans, discharge summaries. Conduct timely reviews, updates, and revisions as required by policy and as needed for each consumer, taking into account cultural and personal attributes and characteristics.
5. Maintain contact with consumers to a degree sufficient to monitor and assess progress.
6. In supportive counseling with the consumer, work on issues related to activities of daily living/training, AODA and MH issues, vocational endeavors, working on finances and budgeting, housing, community and cultural connection, and assistance with legal problems and obligations.
7. Work closely with nurses and prescribers on the team to assure that medication is integrated into consumer recovery plans.
8. Evaluate with the consumer his/her medical concerns, evaluate the consumer’s mental status/progress/challenges, and share opinions with the team.
9. Contribute to the functioning of the treatment team by supporting and covering for other team members as necessary; participate in triage coverage as assigned.
10. Provide or arrange for the provision of crisis management services as clinically and programmatically appropriate and necessary.
11. Attend program unit meetings, team meetings, and other clinical meetings, functioning as an active member of the interdisciplinary team.
12. Coordinate clinical services with those of other JMHC units and outside agencies and assist in problem resolution around clinical issues.

13. Other duties as assigned.

B. Administrative
1. Participate in Program meetings, training programs and other designated Program functions.

2. Participate in JMHC-wide training programs and community education, as assigned.

3. Maintains adherence to JMHC mission, vision, and values.

The above statements are not to be interpreted as an exhaustive list, but are intended to describe the general nature and level of work being performed by this employee.

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.