**Job Posting**

<table>
<thead>
<tr>
<th>TITLE</th>
<th>14030 Case Manager (CSP)</th>
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</thead>
<tbody>
<tr>
<td>CATEGORIES</td>
<td>FTE</td>
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<tr>
<td>CLASSIFICATION</td>
<td>Community Support Specialist II</td>
</tr>
<tr>
<td>CLOSING DATE</td>
<td>Until Filled</td>
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<tr>
<td>PERCENT OF TIME</td>
<td>100%</td>
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<tr>
<td>PERSONNEL CODE</td>
<td>14030</td>
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<tr>
<td>PROGRAM</td>
<td>Fordem</td>
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<tr>
<td>UNION STATUS</td>
<td>Professional (Bargaining Unit)</td>
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<tr>
<td>SALARY</td>
<td>$36,916.98 – $42,454.52</td>
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**SUMMARY:**
This classification, which functions under the supervision of the Senior Clinical Specialist III, is a professional clinical position. Primary duties include assisting clients in their rehabilitation efforts, providing and coordinating clinical services, providing cultural/clinical direction and consultation to staff of other services such as group homes, assisting in general program activities, supporting and sharing opinions with team members, and serving on JMHC committees.

**QUALIFICATIONS**

**ESSENTIAL**

- 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) or
- Bachelors Degree in related field plus experience and training which demonstrates an unusually high competence in working cross-culturally and having connections to communities/cultures in Dane County which have resources and attributes needed by the CSP’s current/potential clientele
- 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 and good driving record
**PREFERRED**
- 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 consumers who are dually diagnosed (i.e. - severe mental illness and substance use/dependence)
- Ability to make DSM diagnosis based on DSM assessment criteria, write a treatment plan and carry out treatment based on the DSM diagnosis
- 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
- Ability to provide psychotherapy and counseling and apply techniques shown to be successful with persons with severe mental illness such as Cognitive Behavioral Therapy
- Experience and ability with computer databases, particularly Macintosh systems

**RESPONSIBILITIES:**

**A. Clinical (High Responsibility - 80% Of Effort)**

1. The case manager is responsible for primary case management activities of a clinical caseload as well as supervising case management activities of the clinical team. 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 case load

2. Take lead role in developing 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 as well as six month treatment plan reviews. These 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.

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. Maintain contact with consumers to a degree sufficient to monitor, assist and evaluate progress and compliance with treatment plan methodology. 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. Contribute to 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 HSS 63.

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

10. Maintain 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. 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.

B. Programmatic (Medium Responsibility - 20% Of Effort)

1. Represent program at events or meetings as requested by the Senior Clinical specialist III or Clinical Team Manager

2. Assist in the education and orientation of visitors, students, and volunteers.

3. Serve on JMHC committees or task groups as assigned, and attend in-service training and conferences as authorized and directed.

4. Implement and supervise projects or groups as assigned.

5. Provide clinically and culturally competent consultation, training and education about CSP services to other JMHC staff and outside providers on clinical issues.

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.

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.