## Job Posting

**TITLE**  
14040 Intake Specialist

**CATEGORIES**  
FTE

**CLASSIFICATION**  
Clinical Specialist

**CLOSING DATE**  
Until Filled

**PERCENT OF TIME**  
100%

**PERSONNEL CODE**  
14040

**PROGRAM**  
Intake

**UNION STATUS**  
Professional Bargaining Unit

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

### SUMMARY

The Clinical Specialist (CS) is responsible for providing professional intake assessment and referral services to the diverse populations served in Outpatient Services. The CS works closely with other members of the Intake team to plan, coordinate, and deliver culturally competent, recovery-oriented and trauma-informed services. Primary duties include intake assessments, coordinating direct clinical services, referring to other providers as needed, supportive psychotherapy, interim case management, documentation, and correspondence. The CS will work with children, adolescents, families, and adults seeking mental health and/or substance abuse services. The CS will have an annual production hour expectation of 1325 hours for a 100% FTE. The CS reports directly to the Clinical Team Leader with overall program supervision provided by the Clinical Team Manager, and works collaboratively with other JMHC staff. The Clinical Specialist will perform other duties as assigned.

### QUALIFICATIONS

**Essential:**

- Licensure as an LPC, LCSW, or LMFT, or ability to be licensed within 6 months of hire by holding an APSW, LPC-in-training, or LMFT-in-training, and close to 3000 hours.
- Medical Assistance billable.
- Experience conducting psychosocial assessments for mental health and substance abuse treatment.
- Experience in community-based mental health and substance abuse case management and treatment planning.
- Demonstrated commitment to provide culturally competent, recovery-oriented, and trauma-informed services to diverse populations.
- Demonstrated ability to work collaboratively on teams with prescribers, clinicians, and crisis service providers.
- Demonstrated commitment to community-based services for persons with multiple needs and inadequate resources.
- Excellent communication (both oral and written), time management, and organizational skills.
- Ability to work both independently and as part of a team.
- Ability and willingness to provide coordination of services with outside agencies in addition to providing direct services.

Preferred:
- SAC, SAC-IT, or Substance Abuse Specialty licensure.
- Bilingual in Spanish and/or South East Asian language.

RESPONSIBILITIES

A. Provision Of Clinical Services (High Responsibility, 90% Effort)
   1. Conduct culturally competent, recovery-oriented, and trauma-informed psychosocial assessments for children, adolescents, families and adults seeking mental health and/or substance abuse services, including screening for level of care and suicide risk.
   2. Coordinate clinical services within JMHC or refer to outside providers.
   3. Serve as interim case manager for consumers awaiting the assignment of an individual clinician at JMHC. Continue to assess for suicide risk and if appropriate for outpatient level of care.
   4. Serve as interim supportive psychotherapist for consumers awaiting the assignment of individual case manager. Continue to assess for suicide risk and if appropriate for outpatient level of care.
   5. Maintain accurate, up-to-date electronic medical records.
   6. Contribute to the functioning of the intake team by supporting and covering for other team members as necessary.
   7. Provide or arrange for the provision of crisis management services as clinically and programmatically appropriate and necessary.
   8. Attend weekly program unit meetings and clinical consultation meetings as available.
   9. Other duties as assigned.

B. Program And JMHC Participation (High Responsibility, 10% Effort)
   1. Participates in JMHC committees, trainings, and activities as directed and/or approved.
   2. Maintains adherence to JMHC mission, vision, and values.
   3. Performs other duties as necessary and directed.

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.

ADDITIONAL INFORMATION

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
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.