Job Posting

**TITLE**
14051 Substance Abuse Evaluator/OWI Assessor

**CATEGORIES**
FTE

**CLASSIFICATION**
Chemical Abuse Specialist II

**CLOSING DATE**
4/16/14

**PERCENT OF TIME**
100%

**PERSONNEL CODE**
14051

**PROGRAM**
Clinical Assessment Unit

**UNION STATUS**
Professional Bargaining Unit

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

**JOB INFORMATION**

**SUMMARY**
The Impaired Driver/Substance Use Disorder Evaluator assesses a variety of voluntary and court-ordered consumer, whether self-pay or contracted, and submits written evaluations to the appropriate referral source indicating identified substance use disorders, including signs and symptoms, summarizing consumer’s cultural and personal strengths and recommending clinical or educational programs and plans of care. Post-assessment monitoring and case-management services are required for some consumer groups, particularly intoxicated drivers. This position also involves coordinating treatment plans with other programs within Journey Mental Health Center (JMHC), and with other community based clinical and educational programs and reporting to the Department of Transportation compliance with treatment requirements. Although counseling consumers is not a job responsibility for this classification, brief intervention is an integral part of the assessment process for most consumers referred to the Clinical Assessment Unit (CAU), which involves activities and skills consistent with those used in therapeutic relationships.

Primary case-management duties include: additional or ongoing community referrals, coordination with treatment providers, consultation with other providers and the legal system as needed, record gathering and review, completion of paperwork, and general case management duties.

This position requires maturity, good judgment, the ability to work independently, and sensitivity to the differing needs and expectations of a wide array of consumers and community professionals. This position is responsible to the Program Manager, and may assume other duties as assigned.
ESSENTIAL QUALIFICATIONS:
- MA/MS in human services or BA/BS and 3-years relevant experience and AODA certified or certifiable
- Completion of state OWI assessor training (or, within six-months of hire)
- Comprehensive understanding of substance use disorder signs, symptoms, development, intervention approaches, treatment and levels of care.
- Demonstrated commitment to assessment work as a distinct clinical entity
- Strong commitment to improving cultural diversity as demonstrated by valuing difference / diversity; recognizing limitations in personal competence and expertise; and having concrete ideas about how to improve competency.
- Excellent writing skills as demonstrated in past or current clinical work
- Excellent verbal communication

PREFERRED QUALIFICATIONS:
- Bilingual (English/Spanish)
- MA/MS in human services
- Experience working with diverse cultural groups and in culturally diverse work settings

RESPONSIBILITIES:
A. Provides Comprehensive Clinical Assessments For Consumers Seeking Services
1. Accurately evaluates consumer’s AODA issues, screens for mental health issues, and integrates consumer’s cultural background into diagnostic findings.
2. Makes recommendations that appropriately address consumer’s clinical needs and cultural background.
3. Distinguishes between mental health and AODA presenting problems and makes clinical recommendations for treatment and additional assessment (medical, psychiatric, psychological, AODA) accordingly.
4. If clinically indicated, investigate all relevant sources of information, obtaining Releases of Information and completing collateral consultations.
5. Provides thorough, detailed, well-documented assessments in which both findings and recommendations are sensitive to the needs of all stakeholders.
6. Provides all assessments in a manner consistent with all WI, county, and program requirements and regulations, and in a prose style that displays the highest professional standards.
7. Monitors consumer compliance with all driver safety plan and WI-IDP requirements and regulations.
8. Provides clinical consultation to other service providers and JMHC staff.

B. Quality Assurance And Administration
1. Continually upgrades clinical and cultural competence skills as well as knowledge of regional treatment resources for AODA and other major disability areas.
2. Maintains accurate and up-to-date records.
3. Submits written evaluations to referral agencies within time frames established by the court, inter-agency agreement, or unit policy.
4. Follows all federal, state, JMHC, and program policies governing confidentiality of consumer records.
5. Accurately represents our programs philosophy, its strengths, range of services and special requirements to our clientele and referral sources.
6. Responds promptly to requests for information and/or is first line response to any OWI
Assessment concerns and/or complaints.
7. Maintains a level of clinical activity consistent with established program guidelines.

C. Program Support
1. Demonstrate continuous quality improvement efforts, including ongoing development of program services, record keeping and possible workload efficiencies.
2. Maintains excellent working relationships with all outside referral agencies, and with other JMHC programs.
3. Participates actively and positively in the establishment and implementation of program development, goals and objectives.
4. Assist with the training of new staff and assist in providing education to students or visitors.
5. Attends staff meetings and other work activities as required
6. Assist the Program Coordinator and/or Manager with special projects as requested

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

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.