Job Posting

**TITLE**
14106 Mental Health Specialist

**CATEGORIES**
Provisional

**CLASSIFICATION**
Mental Health Specialist

**CLOSING DATE**
Until Filled

**PERCENT OF TIME**
As Needed

**PERSONNEL CODE**
14106

**PROGRAM**
Bay Side Place

**UNION STATUS**
Unknown - Provisional

**SALARY**
$16.28 - $18.73 per hour

**JOB INFORMATION**

**SUMMARY**
The provisional Bay Side Place (BSP) Mental Health Specialist (MHS) will assist the Clinical Coordinator and BSP Managers in providing clinical services at the BSP Hospital Diversion Program. This program is a part of Journey Mental Health Center’s (JMHC) emergency mental health services under HFS 34. The purpose of this program is to help individuals, who are experiencing a mental health emergency, avoid psychiatric hospitalization, reduce the length of a hospital stay, or to help with the transition to a less restrictive setting. BSP services are recovery-focused and will respect and utilize consumer’s strengths and social/cultural resources.

BSP is a hospital diversion program licensed as a community-based residential facility. This facility has 24-hour a day awake staff and it operates 365 days a year. As a MHS you will be responsible for facilitating groups and activities as well as completing admissions paperwork with new residents. Other primary job duties will include treatment & discharge planning as well as general interim case management duties. Interactions with consumers range from providing one-to-one support, monitoring and assisting with ADLs, and providing support in a group setting.

Primarily weekend shifts available. Other shifts available include weekdays/evenings and overnights. Must be available for a minimum of 6 shifts per month to maintain provisional status.

**QUALIFICATIONS:**

**ESSENTIAL**
- Bachelor’s degree and two years relevant clinical experience with solid clinical skills
- Experience working on an inpatient hospital program or in a residential treatment
program

- Thorough knowledge of Mental Health and AODA services available in Dane County
- Working knowledge of Chapter 51 civil commitment process
- Demonstrated ability to work alone, to make independent, sometimes-unpopular decisions, even in high-risk situations
- Demonstrated ability to function collaboratively as part of a team, seeking and accepting consultation when appropriate
- Strong organizational and communication skills
- Strong commitment to work toward improving cultural competence, as demonstrated by valuing difference/diversity, recognizing limitations in personal competencies and expertise, and having concrete ideas about how to improve cultural awareness, knowledge and skills
- Strong commitment to respecting consumers and improving meaningful involvement of consumers in program service delivery
- Possession of a valid driver’s license, a favorable driving record, adequate insurance (per WI law) and access to an automobile.
- Ability/willingness to work irregular hours

**PREFERRED**

- Spanish language fluency
- AODA experience
- Demonstrated expertise in providing cross-cultural mental health services
- Clinical experience in crisis intervention/emergency mental health service

**RESPONSIBILITIES:**

1. **CLINICAL RESPONSIBILITIES  (High Level Of Responsibility, 70% Of Effort)**
   1. Provide culturally competent community support services for individuals experiencing mental health crises. The nature of these duties depends on the nature of the crisis and what the individual requires and shall be developed in concert with the consumer and treatment team
   2. Facilitation of therapeutic groups and activities
   3. Assist with admissions/complete admissions paperwork when RN is not available to do so
   4. Provide one-on-one support and/or observation for residents at high risk for harm toward self or others
   5. Assist residents with ADLs
   6. Assist residents and treatment staff in carrying out their individual service plan
   7. Case management duties including but not limited to making referrals to ongoing services and coordinating care with other programs and agencies
   8. Promote resident’s use of family connections and natural supports
   9. Assist in food preparation, planning, and sanitation
   10. Observe and documenting changes in resident’s status/behaviors
   11. Help residents get engaged into a treatment program or organization
   12. Provide residents with learning healthy leisure skills
   13. Help residents prepare to transition from the facility either to home or less intensive crisis stabilization placement
   14. *Monitor Self Administration Under The Supervision Of BSP Prescriber*
II. ADMINISTRATIVE (High Level Of Responsibility, 20% Of Effort)
1. Using the JMHC clinical database, register and record all consumer contacts
2. Complete crisis response plans and other documentation related to clinical care
3. Assist in the training of new ESU staff
4. Attend staff meetings and required trainings related to licensure with DHS 34 and DHS 83
5. Attend all mandatory JMHC in-service training events
6. Participate in JMHC work committees as requested
7. Interpret relevant Wisconsin administrative codes and statutes and use in daily work

III. GENERAL RESPONSIBILITIES (Medium Responsibility, 10% Of Effort)
1. Work actively and positively to maintain good working relationships between Emergency Services Program and other segments of the community, informing Clinical Team Managers of problems as they arise
2. Work to improve own cultural competence: participate in the development and implementation of program strategies to continue to improve the cultural competence of the program’s services
3. Work to improve meaningful consumer involvement in the program’s services

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.