Job Posting

<table>
<thead>
<tr>
<th>TITLE</th>
<th>14111 SUD Assessor</th>
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<tbody>
<tr>
<td>CATEGORIES</td>
<td>FTE</td>
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<tr>
<td>CLASSIFICATION</td>
<td>Chemical Abuse Specialist I</td>
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<tr>
<td>CLOSING DATE</td>
<td>Until Filled</td>
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<tr>
<td>PERCENT OF TIME</td>
<td>50% FTE</td>
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<tr>
<td>PERSONNEL CODE</td>
<td>14111</td>
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<tr>
<td>PROGRAM</td>
<td>Alternative Sanctions</td>
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<tr>
<td>UNION STATUS</td>
<td>Professional Bargaining Unit</td>
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<tr>
<td>SALARY</td>
<td>$15.47-$17.79 per hour</td>
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Summary:
The Alternative Sanctions Substance Use Disorder (SUD) Assessor is responsible for screening prospective program participants as well as assessing individuals who are accepted into the programs. Program screening includes use of standardized measures for substance use and criminology. Program assessment includes a comprehensive substance abuse assessment as well as use of a standardized criminology assessment in order to determine recommendations for level of care and other services. Screenings and assessments take place in the court/jail as well as in the program office. The position also provides ongoing case coordination for assessed individuals. Programmatic responsibilities include: screenings and assessment, written reports, ongoing case coordination, and active work as a team member of the Alternative Sanctions programs. The Alternative Sanctions SUD Assessor is directly responsible to the Clinical Team Leader and works closely with the Program Coordinator. This position is a 50%, 20 hour a week position. Monday is a required work day other workdays may be negotiable.

Qualifications:

Essential
- BA/BS in a Human Services field plus 5 yrs relevant experience
- Licensed as a CSAC, SAC, or ability to be licensed within 12 months
- Comprehensive understanding of SUD signs, symptoms, progression of addiction as well as relevant cultural issues
- Experience working with persons in the criminal justice system
- Experience providing substance use disorder assessments and use of standardized measures.
- Demonstrated commitment to assessment work as a distinct clinical entity
- Strong commitment to improving cultural diversity as demonstrated by valuing individual differences
- Strong commitment to respecting consumers of behavioral health services
- Ability to gather, classify, analyze, and interpret information
- Excellent communication skills including computer, written and oral
- Excellent organizational abilities with attention to accuracy, thoroughness, and detail
- Ability to work independently with minimal supervision
- Willingness to conduct interviews in a jail, courthouse or community setting
- Experience working as a team member and demonstrated ability to remain supportive despite challenges and stressors of the work environment
- Proficient in use of computers for documentation
- Possession of a valid driver’s license, a favorable driving record, adequate insurance (per WI law) and access to an automobile

Preferred:
- Bilingual (English/Spanish)
- Knowledge of mental health disorders
- Degree in Criminal Justice Studies

Responsibilities:
A. Provides Program Screenings And Substance Use Disorder Assessments For Individuals Involved In The Criminal Justice System, Who Are Referred To An Alternative Sanctions Program, For The Purpose Of Establishing Treatment And Other Service Recommendations (High Responsibility; 80% Of Effort).
   1. Conducts face-to-face interviews with individuals in the criminal justice system to determine if substance use disorder treatment is indicated including recommended level of care, Alternative Sanction program assignment, and other treatment or service recommendations appropriate to meet the individual’s presenting needs.
   2. Conducts face-to-face screening interviews in the courthouse/county jail for individuals who are interested in alternative sanctions to incarceration and to participating in available programs.
   3. Reviews legal documents (i.e. arrest records, CCAP) in conjunction with consumer interviews.
   4. Administers criminal risk assessment measures (LSI, COMPAS) to evaluate criminal risk.
   5. Completes collateral contacts as a part of the assessment process to inform treatment/service recommendations.
   6. Reviews all cases with the Clinical Team Leader and Program Coordinator as needed, or requested.
   7. Provides consumers with a thorough understanding of program expectations and requirements, including their rights and the grievance procedure.
   8. Informs consumers of their program status at completion of the screening or assessment, including explanation for all ineligibility determinations, or rationale for all treatment and other service recommendations for persons entering the programs
   9. Reviews with, and gains approval of, the Clinical Team Leader and Program Coordinator of all service recommendations for each assessment prior to the release of the assessment.

B. Clinical Coordination And Administration (High Responsibility; 20% Of Effort)
   1. Maintains accurate and up-to-date written and electronic clinical records and
practices as defined by the program and agency.
2. Accurately represents JMHC mission, vision and values as well as programmatic expectation to our clientele and referral sources.
3. Responds promptly to requests for information.
4. Provides ongoing clinical coordination for all individuals assessed during the course of the Alternative Sanctions program including tracking individual’s progress, responding to inquiries from case managers, probation agents and attorneys, etc.
5. Works in close collaboration with the Program Coordinator to assure coordination of services and information between the Coordinator, the legal system, treatment providers and other involved agencies.
6. Prepares written reports utilizing collaborative documentation and the electronic health record of information obtained from the assessment interview.
7. Participates in weekly staff meetings, training, and supervision as scheduled.
8. Functions as a supportive, professional team member with all members of the Program and agency.
9. Maintains licensure including required training and education.
10. Provides backup to the Program Coordinator (i.e. attending court appearances as needed).

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.