## Job Posting

<table>
<thead>
<tr>
<th><strong>TITLE</strong></th>
<th>14116 Senior Clinical Specialist</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CATEGORIES</strong></td>
<td>FTE</td>
</tr>
<tr>
<td><strong>CLASSIFICATION</strong></td>
<td>Senior Clinical Specialist IV</td>
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<tr>
<td><strong>CLOSING DATE</strong></td>
<td>Until Filled</td>
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<tr>
<td><strong>PERCENT OF TIME</strong></td>
<td>100%</td>
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<tr>
<td><strong>PERSONNEL CODE</strong></td>
<td>14116</td>
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<tr>
<td><strong>PROGRAM</strong></td>
<td>Clinical Assessment Unit</td>
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<tr>
<td><strong>UNION STATUS</strong></td>
<td>Non-Bargaining</td>
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<tr>
<td><strong>SALARY</strong></td>
<td>$47,219 - $54,302</td>
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**SUMMARY:**

The Senior Clinical Specialist IV (SCSIV) is responsible for daily oversight, staff supervision, and program development for clinical assessment Services. The SCSIV also provides direct clinical assessments of intoxicated driver’s using standardized assessment protocols and measures. The SCSIV ensures the timely provision of services, the professionalism of staff, and the accuracy of documentation. The SCSIV works closely with the Director of Outpatient Services to develop related assessment services, ensure the service meets statutory requirements, and maintains a high level of customer service. The SCSIV reports directly to the Director of Outpatient Services or her/his designee. Some evening hours are required. The possession of a valid driver’s license, a favorable driving record, adequate insurance (per WI law) and access to an automobile is essential.

**QUALIFICATIONS:**

**ESSENTIAL**

- Master’s Degree in related human service field or Bachelor’s Degree with at least 5 years of related experience.
- Meets relevant state licensing requirements and/or holds AODA certification.
- Demonstrated ability to oversee culturally competent, trauma informed, and recovery oriented services to diverse populations.
- Demonstrated commitment to JMHC vision and values, and commitment to communicate those values to staff and community providers.
- Ability to work in a collaborative relationship with a variety of mental health/substance abuse treatment disciplines and philosophies.
- Strong organizational and leadership abilities.
• Excellent verbal and written communication skills.
• Ability to be a flexible and creative participant in a changing system.
• Willingness to write and administer grants.
• Possession of a valid driver’s license, a favorable driving record, adequate insurance (per WI law) and access to an automobile.

PREFERRED
• Knowledge of Wisconsin HFS-75.
• Knowledge of Wisconsin’s OWI administrative code.
• Spanish language proficiency.

RESPONSIBILITIES:
A. Management And Delivery Of Clinical Services
1. Coordinate efforts to recruit, hire, supervise, support and mentor a diversified work force.
2. Promote staff development, provide timely feedback to staff about their performance and seek feedback from program staff to maximize individual and team cultural/clinical competence.
3. Coordinate with the Director of Outpatient Services, or her/his designee, to make personnel decisions including disciplinary actions, terminations and leaves of absence.
4. Coordinate with the Director of Outpatient Services to initiate new projects and redesign services, as appropriate, to meet the cultural and clinical needs of consumers and the community.
5. Promote staff development to ensure clinically strong, culturally competent, trauma informed services to adults with SUD issues.
6. Provide intoxicated driver assessments; maintain timely completion of related paperwork.

B. Quality Assurance And Administration
1. Oversee compliance with state licensing, certification and billing regulations, including required documentation in consumer treatment records.
2. Oversee program preparation and maintenance for CARF certification.
3. Provide interpretation of agency mission, vision, and policies for staff and oversee compliance with agency and program policies and contract requirements.
4. Establish and maintain scheduling for clinical staff that meet overall budgetary needs.
5. Collect critical service data for distribution to funders, the community, and the Program Director.
6. Plan, convene, facilitate and participate in staff meetings.
7. Assure that required reports are complete, accurate and on time.
8. Participate in meetings, committees and other related activities as needed or requested.
9. Provide additional customer service for individuals who request assistance or clarification, or contest the clinical assessment findings.

C. Community Advocacy And Public Relations
1. Represent the agency’s and the Clinical Assessment Services’ mission and values to other agencies, funding sources and the general public.
2. Provide consultation about clinical assessment of intoxicated drivers and related
issues to policy-making and training events.
3. Ensure strong relationships between Clinical Assessment Services and other JMHC services and other providers throughout the human service system.

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.