## Job Posting

<table>
<thead>
<tr>
<th>TITLE</th>
<th>15096 Service Facilitator</th>
</tr>
</thead>
<tbody>
<tr>
<td>CATEGORIES</td>
<td>FTE</td>
</tr>
<tr>
<td>CLASSIFICATION</td>
<td>Clinical Specialist</td>
</tr>
<tr>
<td>CLOSING DATE</td>
<td>Until Filled</td>
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<tr>
<td>PERCENT OF TIME</td>
<td>100% FTE</td>
</tr>
<tr>
<td>PERSONNEL CODE</td>
<td>15096</td>
</tr>
<tr>
<td>PROGRAM</td>
<td>Comprehensive Community Services</td>
</tr>
<tr>
<td>UNION STATUS</td>
<td>Professional Bargaining Unit</td>
</tr>
<tr>
<td>SALARY</td>
<td>Minimum of $32,178 Annually</td>
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### SUMMARY:
The Clinical Specialist I (CSI) works in the Intensive Case Management Program, a program that is part of Comprehensive Community Services (CCS), Dane County Human Services Certified CCS. The CSI provides services as a Service Facilitator and Service Array Provider and is a professional clinical position in a State of Wisconsin DHS 36 certified program. The CSI provides a level of intensive case management services to assist consumers in their path towards recovery by employing a strengths-based approach. The program provides a comprehensive range of treatment that is recovery based, culturally competent, trauma sensitive and includes supportive services such as assistance with living arrangements, managing money, coordinating benefits, coordinating primary health care, substance abuse treatment, vocational and educational support, socialization, medication prescription and monitoring, and assistance with activities of daily living. These supportive activities build a foundation for trusting relationships with consumers who are the leaders on the team in planning their recovery goals. The CSI reports directly to the assigned supervisor with overall program supervision provided by Clinical Team Manager. The position requires a minimum of 1200 service hours annually.

### QUALIFICATIONS

#### ESSENTIAL

**Education/Licensure**

Bachelors degree in a related behavioral health field

**Experience**
• Experience in related behavioral health field
• Commitment to work toward improving cultural competence as demonstrated by: valuing diversity, recognizing personal limitations in one’s competencies and having the desire to improve
• Strong commitment to principles of recovery and to facilitating consumer participation in treatment/service planning and provision
• Knowledge of evidence based practices for treatment of mental health and co-occurring disorders
• Experience in community-based mental health and substance abuse assessment, case management, treatment planning and crisis resolution
• Ability to communicate effectively (both orally and in writing)
• Ability to work effectively with an interdisciplinary team with a positive and creative attitude
• Ability to work independently and remain organized and efficient
• Superior ethics and interpersonal boundaries as evidenced by past experience in community based work with related professional references
• Possession of a valid driver’s license, a favorable driving record, adequate insurance (per WI law) and access to a vehicle with willingness to use it for work (i.e. transporting consumers

Typical Physical Demands

Requires driving, sitting, standing, light lifting, bending, and reaching; and the ability to use and operate standard office equipment, including computer, calculator, phone, printer, cell phone, facsimile, etc.

Working Conditions

May require evening or weekend hours depending on program and consumer’s needs

PREFERRED

• Bi-lingual, and/or bi-cultural (Spanish/Hmong/Cambodian)
• Fluent in American Sign Language
• Experience with use of evidence based practices in mental health, and substance abuse

RESPONSIBILITIES:

A. Provision Of Clinical Services (High Responsibility, 90% Effort)

1. Performs accurate assessments to initially evaluate mental health, as well as alcohol and other drug use issues in a culturally competent, recovery oriented, trauma sensitive manner.
2. Provides a range of clinical services in conjunction with program staff including outreach, assessment, treatment planning, referral, and case management in a context that is supportive of the consumer’s culture, values, and perspectives.
3. Completes accurate clinical records including intakes, assessments, treatment plans and updates, progress notes, discharge summaries, and other information in a timely manner.

B. Program And JMHC Participation (High Responsibility, 10% Effort)
1. Attends staff meetings, in-services and other program activities as requested.
2. Participates in JMHC committees, trainings and activities as directed and/or approved.

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.