## Job Posting

<table>
<thead>
<tr>
<th>TITLE</th>
<th>15106 AFH/CBRF Clinical Specialist</th>
</tr>
</thead>
<tbody>
<tr>
<td>CATEGORIES</td>
<td>FTE</td>
</tr>
<tr>
<td>CLASSIFICATION</td>
<td>Program Coordinator</td>
</tr>
<tr>
<td>CLOSING DATE</td>
<td>8/26/15</td>
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<tr>
<td>PERCENT OF TIME</td>
<td>70% FTE</td>
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<tr>
<td>PERSONNEL CODE</td>
<td>15106</td>
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<tr>
<td>PROGRAM</td>
<td>Crisis Stabilization</td>
</tr>
<tr>
<td>UNION STATUS</td>
<td>Professional Bargaining Unit</td>
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<tr>
<td>SALARY</td>
<td>$19.28 minimum hourly wage</td>
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### Job Information

**Summary:**
The AFH/CBRF Clinical Specialist is responsible for providing weekly supervision as defined by HFS 34.22 (4) to Adult Family Homes (AFHs) and Community Based Residential Facilities (CBRFs) care providers who receive placements funded by Crisis Stabilization in accordance with HFS 34.22 (4), Emergency Mental Health Service Programs. The position is part of the Emergency Services/Crisis Stabilization program of the Journey Mental Health Center (JMHC). The individual in this position has the responsibility for providing weekly check-ins and support to the AFH/CBRF homes that the JMHC Crisis Stabilization Program contract with for placements designed to support individuals in long-term community residential placements. The AFH/CBRF homes are utilized for individuals whom are unable to successfully be placed in other independent community living situations. While supporting these placements, the AFH/CBRF Clinical Specialist will ensure that proper documentation and clinical supervision are in place. In addition, the AFH/CBRF Clinical Specialist will review the services that the placement has offered the resident and through communication with the provider and the consumer will document that said services are being provided. Regular review of the individual’s need for ongoing crisis stabilization funding will also be the responsibility of the AFH/CBRF Clinical Specialist. The position involves mobility throughout the community and may require working irregular hours in keeping with the needs of the program. She/he is responsible to the Clinical Team Manager and Clinical Team Leader within the Crisis Stabilization Program.

### Qualifications

**Essential**
- Licensure as an LCSW, LPC, or LMFT with clinical experience in mental health, or
alcohol/drug treatment.

- Meets relevant state licensing requirements for billable services and clinical supervision for alcohol/drug and/or psychotherapy services.
- Demonstrated commitment to provide culturally competent services relevant to the diverse and unique needs/experiences/perspectives of each consumer.
- Demonstrated commitment to recovery focus principles, and provision of trauma informed services.
- Experience in managing mental health and related consumer crises, and the ability to support other staff involved in crisis resolution activities.
- Ability to provide clinical support to a multi-disciplinary team.
- Strong organizational and leadership skills and the ability to assist team members in the development of organizational skills.
- Superior communication abilities (both orally and in writing) and the ability to organize, direct, and work effectively with interdisciplinary teams.
- Certification, or willingness to pursue, AODA certification as a Certified Clinical Supervisor
- Demonstrated clinical experience with adult diagnosed with severe and persistent mental illness.
- Willingness and availability to work with providers in their homes and at their convenience.
- Possession of a valid driver’s license, a favorable driving record, adequate insurance (per WI law) and access to a vehicle.

**Preferred**

- Demonstrated expertise in providing cross-cultural MH services
- Clinical experience in crisis intervention/emergency mental health service
- Supervisory experience
- Experience working with consumer service providers
- Working knowledge of HFS 34, DHS 83 & DHS 50
- Bilingual in Spanish and English

**RESPONSIBILITIES**

**A. Clinical Consultation**

1. Provide clinical consultation, review, and oversight to AFH/CBRF home providers through consultation, education, instruction; counsel and ensure that general clinical and cultural competence of all AFH/CBRF services are delivered to consumers.
2. Provide clinical back up for AFH/CBRF home staff.
3. Coordinate and oversee a system of appropriate clinical charting procedures, which insure the program’s compliance with County and State guidelines and mandates. Review documentation for accuracy and timely completion.
4. Assist in facilitating the coordination of the AFH/CBRF home clinical services; provide problem resolution around system issues, clinical issues, cultural competence, consumer grievances, and difficult cases.

**B. Administration**

1. Educate new providers regarding billing and documentation protocols. This includes meeting face to face and going over billing, reviewing DHS 34 requirements, and reviewing Crisis Stabilization and Forward Health policies for submitting logs and reimbursement.
2. Coordinate with Conditional Release Coordinator of all CR-funded placements.
3. Educate and coordinate with community case managers regarding necessary documentation and review.
4. In conjunction with Clinical Team Leader, coordinate systems meetings regarding service provision for consumers.

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.