Job Posting

**TITLE**  
15155 Lead Clubhouse Specialist

**CATEGORIES**  
FTE

**CLASSIFICATION**  
Clinical Specialist

**CLOSING DATE**  
Until Filled

**PERCENT OF TIME**  
100% FTE

**PERSONNEL CODE**  
15155

**PROGRAM**  
Yahara House

**UNION STATUS**  
Professional Bargaining Unit

**SALARY**  
$32,178.98 minimum annual salary

**SUMMARY:**
The Clinical Specialist I (CSI) position is responsible for providing a wide array of culturally competent, recovery oriented, trauma sensitive, direct clinical services provided in conjunction with other substance abuse treatment staff. Services provided by this position may include assessment, treatment planning, referrals and case management. The CSI “Lead Clubhouse Specialist” (LCS) at Yahara House models Clubhouse values in all aspects of job responsibility. S/he promotes the empowerment, strengths and recovery of individual Yahara House members (consumers). S/he models working side by side with members as respected colleagues to enhance members’ self esteem, confidence, hope, skills, opportunity and sense of community. Duties include providing culturally competent, strength-based case management, crisis, psychiatric rehabilitation, employment and related support services. The LCS works in partnership with members to assess, develop and implement individual recovery goals that acknowledge and incorporate the member’s own declaration of her/his needs, goals, values, worldviews, traditions, definition of family, and helping resources. The LCS works side by side with members in fulfilling the day-to-day work of the Clubhouse, helping to job coach members at employment sites and supporting members’ recovery goals. The LCS is a strong team player and promotes a team approach with other colleagues and efforts throughout the Clubhouse. The LCS must be available for 2 to 3 weeks of training at a nationally recognized Clubhouse, and work occasional (7-9 days/yr.) evenings, weekend days, and holidays. The CSI reports directly to the assigned supervisor with overall program supervision provided by . The position requires a minimum number of service hours annually.

**QUALIFICATIONS**

**ESSENTIAL**

**Education/Licensure**

Bachelors degree in a related behavioral health field
Experience

- 1 year of 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.
- Valid driver’s license and good driving record; access to car and 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

- Master’s Degree in a related behavioral health field, accruing 3,000 hours of supervised clinical experience.
- Certification (or eligibility) for Medicaid (MA) provider status.
- Bi-lingual, and/or bi-cultural (Spanish/Hmong/Cambodian).
- 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:

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.