Job Posting

**TITLE**
15157 Team Leader

**CATEGORIES**
FTE

**CLASSIFICATION**
Senior Clinical Specialist III

**CLOSING DATE**
Until Filled

**PERCENT OF TIME**
100% FTE

**PERSONNEL CODE**
15157

**PROGRAM**
Comprehensive Community Services

**UNION STATUS**
Non-Bargaining

**SALARY**
$42,543.95 minimum annual salary

**SUMMARY:**
The Clinical Coordinator assists the supervisory staff of Community and Outpatient Services in developing and overseeing day-to-day operations of CCS services at Journey Mental Health Center (JMHC). Primary duties include overseeing the Journey CCS clinical services, hiring CCS staff and projecting future staff needs, monitoring adherence to CCS statutes, directly supervising service facilitators, representing CCS to the community in the absence of, or along with, JMHC administrative staff, designing and utilizing reporting mechanisms, providing consultation and training (including cross cultural), and providing direct services to a reduced case load of consumers. Additional duties may be assigned supervisory staff.

**QUALIFICATIONS:**

**ESSENTIAL**

- Masters Degree in Social Work, Rehabilitation Psychology or related field with ability to bill Medical Assistance and LCSW, LPC, or LMFT licensure.
- Minimum of three years experience working in a community mental health and or substance abuse program with some supervisory experience
- Meets the requirements of DHS 36 to serve as a Service Director *(may be redundant as masters and licensure already listed)*
- Ability to make DSM diagnosis based on DSM assessment criteria, write a recovery plan and carry out treatment based on the DSM diagnosis
- Ability to provide psychotherapy and counseling and apply techniques shown to be successful with persons with severe mental illness such as Cognitive Behavioral Therapy, Motivational Interviewing, Solution Focused, and Trauma Informed Methodologies
- 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 normalization and to facilitating consumer participation in treatment/service planning and provision
- Extensive knowledge of psychotropic medications, their effects, and side effects
- Demonstrated ability to provide culturally and clinically sound case management services to people who have severe and persistent mental health, substance abuse, and co-occurring issues
- Strong verbal, writing, organizational, leadership and advocacy skills
- Possession of a valid driver’s license, a favorable driving record, adequate insurance (per WI law) and access to an automobile

PREFERRED

- Licensure as a Substance Abuse provider.
- Familiarity with a wide range of benefits and an extensive understanding of how earned income effects benefits such as SSI and SSDI
- Experience working across the lifespan
- Understanding of the relationship between the Dane County criminal justice system and mental health treatment
- Experience and specialized knowledge in providing substance abuse treatment to folks who are dually diagnosed (i.e. - severe mental illness and substance use/dependence)
- Experience with public speaking
- Fluency in Spanish as well as English
- Knowledge of methods and theories of psychosocial rehabilitation and the assessment/evaluation tools useful in the rehabilitation approach
- Experience and ability with computer databases, particularly Macintosh systems

RESPONSIBILITIES:

A. Clinical (High Responsibility - 70% Of Effort)
1. Responsibility for the quality of CCS services provided to consumers and day-to-day consultation to CCS staff.
2. Develop and maintain skillset to provide services across the lifespan.
3. Oversee the assessment and recovery planning process to DHS 36 criteria through culturally competent, recovery oriented, trauma sensitive in-depth assessments within the context of the consumer’s perspectives and beliefs.
4. Monitor and assess team members’ contact with consumers meets a degree sufficient to evaluate progress toward treatment plan goals.
5. Take a lead in facilitating strengths-based and culturally competent recovery planning. Evaluate services promote principles of normalization and consumer participation, and that they comply with HFS 36.
6. Provide or arrange for the provision of crisis management services as clinically and programmatically appropriate and necessary.
7. Ensure that with attention to required time lines the clinical team; maintains records of contacts and services, clinical charts, and correspondence, completes all paperwork and records required by administrative code, demonstrates good medical practice, and adherence to the CCS contract.
8. Coordinate needed services with outside agencies and assist in problem resolution around clinical issues. Take steps to ensure professional integrity in ethical situations in accordance to NASW and APA professional guidelines.
B. Programmatic (High Responsibility - 30% Of Effort)
1. Take the lead in developing and directing the CCS vocational efforts including benefits counseling and job development.
2. Attend management meetings such as the quarterly all supervisors meetings, small supervisors groups and ad-hoc change teams.
3. Provide individual staff supervision to team members including annual performance reviews.
4. Schedule staff for weekends and holiday coverage. Monitor time off requests to ensure staff are working to provide coverage.
5. Represent CCS at community events or meetings as requested by the Community and Outpatient Administrative staff Assist in the education and orientation of new staff, students, visitors, and volunteers.
6. Serve on JMHC committees or task groups as assigned.
7. Attend in-service training and conferences as authorized and directed.
8. Implement and supervise projects or groups as assigned.
9. Provide clinically and culturally competent consultation, training and education about CCS services to other JMHC staff and outside providers on clinical issues according to individual expertise.
10. In collaboration with Community and Outpatient Administrative staff, assist with the supervision of CCS staff, oversee recovery planning, and provide clinical consultation as needed.
11. Respond to crises and events in which require a supervisor or management response.
12. Assist in conducting ongoing and special chart audits for CCS, including the collection of data for the reports to the County and any other required reporting. Participate in regular chart audits for clinical content and make recommendations to staff for improvement.
13. Work with the Community and Outpatient Administrative staff to further JMHC’s and the CCS’s goal of becoming a more culturally competent, recovery oriented program and agency.
14. Consult with Community and Outpatient Administrative staff regarding staff vacancies at CCS, with an eye toward identifying areas of needed diversity within CCS.

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.