Job Posting

<table>
<thead>
<tr>
<th>TITLE</th>
<th>15158 Dane County Conditional Release Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>CATEGORIES</td>
<td>FTE</td>
</tr>
<tr>
<td>CLASSIFICATION</td>
<td>Senior Clinical Specialist IV</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>
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<tr>
<td>PERSONNEL CODE</td>
<td>15158</td>
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<tr>
<td>PROGRAM</td>
<td>CTA - Conditional Release</td>
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<tr>
<td>UNION STATUS</td>
<td>Non-Bargaining</td>
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<tr>
<td>SALARY</td>
<td>$47,219.61 minimum annual salary</td>
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**SUMMARY:**
This person functions under the supervision of the CTA Clinical Team Manager. Primary duties include: coordinating all aspects of Dane County’s conditional release program. Other duties are as assigned by the CTA Clinical Team Manager or designee.

**QUALIFICATIONS:**

**ESSENTIAL**

- Master’s degree in Social Work, Nursing, Rehabilitation Psychology or related field plus at least five years of full time experience in a setting requiring assessments of adults with serious mental illness (e.g. - schizophrenia, schizoaffective disorder and bipolar affective disorder)
- Extensive knowledge of Dane County’s 51.42 treatment system as demonstrated by at least three years of experience working in or with this treatment system
- Knowledge of the Dane County criminal justice system
- Commitment to work toward improving cultural competence as demonstrated by: valuing difference/diversity; recognizing personal limitations in one’s competencies, and having the desire to improve in these areas
- Knowledge of psychotropic medications, their effects, and side effects
- Sound clinical skills, able to exercise good judgment
- Good interpersonal skills, able to relate well to others
- Good communication skills: oral and written
- Possession of a valid Wisconsin driver’s license, favorable driving record, adequate insurance (per WI law) and access to a vehicle
- Willingness to use vehicle for work (e.g. - transporting consumers)
PREFERRED

- Licensed Clinical Social Worker, Licensed Marriage and Family Therapist, or Licensed Professional Counselor
- Forensic experience (e.g. - providing services to people with serious mental illnesses in a forensic setting, conducting and composing assessments for the court, writing conditional release plans, etc.)
- Experience working effectively with persons from diverse cultures and demonstrated competence in working cross-culturally including bilingual skills (particularly Spanish and English)
- Special expertise in drug and/or alcohol assessment and treatment
- Experience working in a Community Support Program and/or emergency mental health unit
- Experience and ability with computer databases, particularly Macintosh systems
- Fluency in Spanish or one of the Southeast Asian dialects in addition to English

RESPONSIBILITIES:

1. Programmatic (High responsibility - 100% of effort)
2. Conduct and compose all court-ordered assessments, conditional release (CR) plans, and transitional plans relating to Wisconsin State Statute 971.17. Typically this will involve gathering and analyzing relevant data, interviewing people committed to the Department of Health Services (DHS), writing CR plans, writing pre-dispositional reports, and writing transitional plans to the committing Court at the end of all 971.17 commitments.
3. Provide liaison with MMHi and WMHi for Dane County residents found Not Guilty by Reason of Mental Disease or Defect (NGRI) and receiving care in one of these institutions.
4. Advocate with institute staff, and the relevant criminal justice system players for conditional release of those Dane County residents ready for release to the community.
5. Attend relevant court hearings related to conditional release, revocation of conditional release, etc.
6. Assist CTA Clinical Team Manager with education efforts for the Dane County criminal justice system relating to WSS 971.17.
7. Review and approve the annual conditional release budgets for all Dane County consumers on conditional release.
8. Approve all actual CR expenses for Dane County (i.e. - not simply approving the annual CR budget for each client). This includes not only expenses for JMHC CR consumers, but all subcontracted agencies providing services to CR clients: PACT; Tellurian; VA CSP; SOAR; pharmacies; private therapist; etc.
9. Track CR expenses to ensure that we are staying within our contracted budget and, if not, develop and implement strategies for dealing with cost over-runs.
10. Work in concert with crisis stabilization staff to maximize crisis stabilization MA revenue for CR consumers placed in CBRFs or Adult Family Homes.
11. Coordinate Dane County’s conditional release efforts with the Department of Health Services (DHS) including gathering data and compiling an annual report for the State.
12. Coordinate Dane County’s conditional release efforts with other parts of the County system and DHS by attending related meetings including: the Dane County Forensic Systems meetings; FSST meetings with DHS staff, MMHI, WMHI, WRC, and all regional CR providers; and monthly CR provider/DHS telephone conferences. Participate in the DHS subcommittees responsible for developing: suicide assessment and intervention protocols; uniform assessment tools; sliding fee scales; reviewing levels of DOC supervision; etc.
13. Track the progress of all people conditionally released in Dane County, including those receiving case management services in programs other than CTA, and provide consultation to those...
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14. Report relevant data to DHS for Dane County CR clients who have been revoked as part of the ongoing research with regard to the causes of revocation.

15. Develop and implement programming specific to the needs of the CR clients in Dane County.

16. Attend CTA meetings as assigned by the CTA Clinical Team Manager to integrate the requirements of conditional release with the team’s other rehabilitation efforts. These meetings may include: morning reports; treatment planning meetings; cultural competence meetings; and staff meetings.

17. Take the lead in writing proposals in response to Request for Proposals (RFPs) related to the provision of conditional release services in Dane County.

18. Supervision of the program support specialist to the Conditional Release Program. This supervision includes: training; assignment of tasks; supervision re the completion of tasks; reviewing and signing time sheets; approving and monitoring the use of earned time; and conducting annual performance evaluations.

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.