Job Posting

15178 Chapter 51 Coordinator

CATEGORIES
FTE

CLASSIFICATION
Clinical Specialist I

CLOSING DATE
Until Filled

PERCENT OF TIME
100% FTE

PERSONNEL CODE
15178

PROGRAM
Emergency Services Unit

UNION STATUS
Professional Bargaining Unit

SALARY
$32,178.98 – $47,973.62

ABOUT THE POSITION
We have an opening for a Chapter 51 Coordinator in our Emergency Services Unit. The Chapter 51 Coordinator (classification 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 staff. Services provided by this position may include assessment, treatment planning, referrals and case management. The CSI will have primary duties which include direct contact with consumers to update crisis plans and response plans, reviewing court expectations with consumers under civil commitment/settlement agreement, as well as monitoring compliance with civil commitment expectations and commitment extension reviews. The CSI in this position will also be responsible for doing quarterly chart audits in all of the Emergency Services Programs.

BENEFITS THAT COME WITH WORKING AT JOURNEY!

Journey is on the cutting edge of providing services to those in our community who suffer from substance use, mental health and related medical illnesses. We are a training ground for local colleges and others in the behavioral healthcare field in Dane County. Our staff include clinical interns as well as seasoned employees who have decades of longevity!

We offer an excellent benefit package. To insure a healthy life/work balance we offer 5 weeks paid time off your first year in addition to 9 paid holidays! Also included are health, dental, life, disability, long-term care insurances. Our retirement options include both a 403b and a fully vested pension plan after just one year!

If you are interested in making a difference in your community, we would appreciate the opportunity to review your resume! Please submit your resume to lori.wegner@journeymhc.org.
FOLLOWING IS THE JOB DESCRIPTION

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 staff. Services provided by this position may include assessment, treatment planning, referrals and case management. The CSI will have primary duties which include direct contact with consumers to update crisis plans and response plans, reviewing court expectations with consumers under civil commitment/settlement agreement, as well as monitoring compliance with civil commitment expectations and commitment extension reviews. The Clinical Specialist in this position will also be responsible for doing quarterly chart audits in all of the Emergency Services Programs. The CSI reports directly to the assigned supervisor with overall program supervision provided by the Clinical Team Manager. Minimum annual service hours are not applicable.

QUALIFICATIONS

ESSENTIAL

Education/Licensure

Bachelors degree in a related behavioral health field

Experience

- 2 year(s) 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.
- 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.

**ADDITIONAL INFORMATION**
Submit a resume to lori.wegner@journeymhc.org

Or 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

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.