Job Posting

**ABOUT THE POSITION**

We have an opening for a Children’s Intake Specialist in our Intake program. The Children’s Intake Specialist is responsible for providing a wide array of culturally competent, recovery oriented, trauma sensitive, direct clinical services including assessment, counseling, supportive contacts and referrals serving individuals who are struggling with mental health, substance use and co-occurring issues. The Children’s Intake Specialist screens, assesses, evaluates, and refers children to on-going mental health and/or substance abuse services. The ideal candidate will have experience working with children and families.

**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 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 hr.employment@journeymhc.org.

**FOLLOWING IS A DETAILED JOB DESCRIPTION.**

**SUMMARY:**
The Clinical Specialist II (CSII) position is responsible for providing a wide array of culturally
competent, recovery oriented, trauma sensitive, direct clinical services including assessment, counseling, supportive contacts and referrals serving individuals who are struggling with mental health, substance use and co-occurring issues. The CSII screens, assesses, evaluates, and refers children to on-going mental health and/or substance abuse services. The ideal candidate will have experience working with children and families. The CSII reports directly to the assigned supervisor with overall program supervision provided by . Minimum annual service hours are to be determined.

QUALIFICATIONS
ESSENTIAL

Education/Licensure

- Master’s Degree in a related behavioral health field, accruing 3,000 hours of supervised clinical experience.

Experience

- 1 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 and/or experience with the use of evidence based practices for treatment of substance use disorders and co-occurring disorders.
- Experience in community-based mental health and co-occurring assessments, 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.
- Licensure as a Substance Abuse Counselor in Training, Clinical Substance Abuse Counselor or Substance Abuse Counselor.
RESPONSIBILITIES:
A. Provision of Clinical Services (high responsibility, 80% effort)

1. Performs accurate assessments to evaluate and diagnose mental health and/or co-occurring issues in a culturally competent, recovery oriented, trauma sensitive manner by providing assessments within the context of the consumer's perspectives and beliefs.
2. Provides a range of clinical services including level of care assessment, service coordination, therapy/counseling, support and referrals 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.
4. Works collaboratively with other community agencies to develop and maintain a continuum of care and maintain efficient use of community services.
5. Provides consultation and support related to areas of specialization.
6. Attends Team Meetings and presents consumer cultural and clinical information.
7. Maintains minimum direct and case management service hour expectations.
8. Works collaboratively with team members and takes a leadership role in service planning.

B. Program and JMHC Participation (high responsibility, 20% 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.
3. Provides consultation to other JMHC programs as necessary.

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
Send your resume to hr.employment@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.