Job Posting

TITLE
16085 Service Facilitator

CATEGORIES
FTE

CLASSIFICATION
Bachelor Degree with CSW or Master Degree (Clinical Specialist I or Clinical Specialist II)

CLOSING DATE
Until Filled

PERCENT OF TIME
100% FTE

PERSONNEL CODE
16085

PROGRAM
Comprehensive Community Services

UNION STATUS
Professional Bargaining Unit

SALARY
$33,738.98 – $47,238.53

ABOUT THE POSITION
We have an openings for Service Facilitators in our Comprehensive Community Services program. The Service Facilitators work in the Intensive Case Management Program, a program that is part of Comprehensive Community Services (CCS), Dane County Human Services Certified CCS. Service Facilitators provide services both as Service Facilitators and Service Array Providers and are professional clinical positions in a State of Wisconsin DHS 36 certified program. Service Facilitators provide a level of intensive case management services to assist consumers in their path towards recovery by employing a strengths-based approach. The program provides a comprehensive range of treatment that is recovery based, culturally competent, trauma sensitive and includes supportive services such as assistance with living arrangements, managing money, coordinating benefits, coordinating primary health care, substance abuse treatment, vocational and educational support, socialization, medication prescription and monitoring, and assistance with activities of daily living. These supportive activities build a foundation for trusting relationships with consumers who are the leaders on the team in planning their recovery goals.

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.

Training
Journey has a long-standing reputation as a training home and provides opportunities to earn post-degree supervised hours to qualify for licensure. Journey is an ACEP (Approved Continuing Education Provider) organization with national status. Journey provides ongoing trainings that satisfy continuing education requirements for licensure renewal and a Substance Use Disorder series designed to earn certification as a Substance Use Counselor. Trainings are generally on site and are provided at no cost to staff to fulfill Journey's mission of being a center of excellence.

Growth Opportunities
JMHC provides a wide variety of services to Dane County residents, ranging from general counseling, hospital and jail diversion programs to providing resources to specific cultures in our community. With our continuous growth, opportunities for movement throughout our agency are numerous.

**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 hr.employment@journeymhc.org.

**FOLLOWING IS A JOB DESCRIPTION**

**SUMMARY (See Above):**
The Service Facilitator reports directly to the assigned supervisor with overall program supervision provided by Clinical Team Manager. The position requires a minimum of 1200 service hours annually.

**QUALIFICATIONS**

**ESSENTIAL (Minimum qualifications - Must be met)**

**Education/Licensure**

Bachelors degree with CSW or Masters degree in a related behavioral health field

**Experience**

- 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:

Provision Of Clinical Services
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.

Program And JMHC Participation
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

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.