Job Posting

<table>
<thead>
<tr>
<th>TITLE</th>
<th>16129 SUD Assessor</th>
</tr>
</thead>
<tbody>
<tr>
<td>CATEGORIES</td>
<td>Full-Time</td>
</tr>
<tr>
<td>CLASSIFICATION</td>
<td>Clinical Specialist I</td>
</tr>
<tr>
<td>CLOSING DATE</td>
<td>Until Filled</td>
</tr>
<tr>
<td>PERCENT OF TIME</td>
<td>50% FTE</td>
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<tr>
<td>PERSONNEL CODE</td>
<td>16129</td>
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<tr>
<td>PROGRAM</td>
<td>Alternative Sanctions</td>
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<tr>
<td>SALARY</td>
<td>$15.47 - $22.71 per hour</td>
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</tbody>
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Journey Mental Health Center is an Equal Opportunity/Affirmative Action Employer. It is the agency’s belief that staff diversity and cultural humility are the foundation for services, which are accessible, effective, and relevant to the diverse needs of children, youth, families and adults. Individuals from all walks of life are strongly encouraged to apply.

ABOUT THE POSITION

We have an opening for a SUD Assessor in our Alternative Sanctions program! The Substance Use Disorder (SUD) Assessor (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 is responsible for screening prospective program participants, as well as assessing individuals who are accepted into the programs. Program screening includes use of standardized measures for substance use and criminology. Program assessment includes a comprehensive substance abuse assessment as well as use of a standardized criminology assessment in order to determine recommendations for level of care and other services. Screenings and assessments take place in the court/jail as well as in the program office. The position also provides ongoing case coordination for assessed individuals. Responsibilities also include: screenings and assessment, written reports, ongoing case coordination.

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. Our staff includes clinical interns as well as seasoned employees who have decades of longevity!

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 provided at
the main campus and are at no cost to staff to fulfill Journey’s mission of being a center of excellence.

**COMPENSATION FOR CREDENTIALS**
As staff increase their knowledge, the value to consumers, the community and other Journey staff is heightened. As a result, Journey provides additional compensation to staff as they obtain degrees, licenses and certifications.

**GROWTH OPPORTUNITIES**
Journey provides a wide variety of services, 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! If you qualify, 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 ADDITIONAL INFORMATION**

**SUMMARY (Above):**
The Alternative Sanctions SUD Assessor reports directly to the assigned supervisor with overall program supervision provided by Clinical Team Manager. This position is included in the Professional Bargaining Unit.

**QUALIFICATIONS**

**ESSENTIAL**

**Education/Licensure**

Bachelors degree in a related behavioral health field

**Experience**

- 3 year(s) of experience in related behavioral health field.
- Licensed as a CSAC, SAC, or ability to be certified/licensed within 12 months.
- Comprehensive understanding of SUD signs, symptoms and progression of addiction.
- Experience working with persons in the criminal justice system.
- Eligibility and willingness to conduct interviews in a jail, courthouse or community setting.
- Experience providing substance use disorder assessments and use of standardized measures.
- 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**

- Master’s degree in related behavioral health field with certification/licensure.
- Experience with use of evidence based practices in mental health, and substance abuse.
- Bi-lingual, and/or bi-cultural (Spanish/Hmong/Cambodian).

**RESPONSIBILITIES:**

**A. Provision of Clinical Services**

1. Provides program screenings and substance use disorder assessments for individuals involved in the criminal justice system, who are referred to an Alternative Sanctions program, for the purpose of establishing treatment and other service recommendations.
2. Conducts face-to-face interviews with individuals in the criminal justice system to determine if substance use disorder treatment is indicated including recommended level of care, Alternative Sanction program assignment, and other treatment or service recommendations appropriate to meet the individual’s presenting needs.
3. Conducts face-to-face screening interviews in the courthouse/county jail for individuals who are interested in alternative sanctions to incarceration and to participating in available programs.
4. Reviews legal documents (i.e. arrest records, CCAP) in conjunction with consumer interviews.
5. Administers criminal risk assessment measures (LSI, COMPAS) to evaluate criminal risk.
6. Completes collateral contacts as a part of the assessment process to inform treatment/service recommendations.
7. Reviews all cases with the Clinical Team Leader and Program Coordinator as needed, or requested.
8. Provides consumers with a thorough understanding of program expectations and requirements, including their rights and the grievance procedure.
9. Informs consumers of their program status at completion of the screening or assessment, including explanation for all ineligibility determinations, or rationale for all treatment and other service recommendations for persons entering the programs.
10. Reviews with, and gains approval of, the Clinical Team Leader and Program Coordinator of all service recommendations for each assessment prior to the release of the assessment.

**B. Clinical Coordination and Administration**

1. Maintains accurate and up-to-date written and electronic clinical records and practices as defined by the program and agency.
2. Responds promptly to requests for information.
3. Provides ongoing clinical coordination for all individuals assessed during the course of the Alternative Sanctions program including tracking individual’s progress, responding to inquiries from case managers, probation agents and attorneys, etc.
4. Works in close collaboration with the Program Coordinator to assure coordination of services and
information between the Coordinator, the legal system, treatment providers and other involved agencies.

5. Prepares written reports utilizing collaborative documentation and the electronic health record of information obtained from the assessment interview.

6. Maintains licensure including required training and education.

7. Provides backup to the Program Coordinator (i.e. attending court appearances as needed).

C. 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.

Send your resume to hr.employment@journeymhc.org or applications are available:

- at www.journeymhc.org/careers
- or pickup at Journey Mental Health Center, 25 Kessel Ct., Suite 105 Madison, between 8 a.m. and 5 p.m. Monday-Friday.

Employment is contingent upon a receipt of favorable results of background history and driver’s record check.

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