SOAR Case Management Services, Inc. is a consumer-directed, trauma-informed, wellness and recovery-oriented provider of mental health services, incorporating people with lived experience of mental health disorders in providing direct support.

SOAR is currently hiring for the **Associate Director/Clinical Specialist** position. SOAR offers support to consumers through our information, referral and assessment unit/Recovery Dane, Community Recovery Services, Certified Peer Specialist Hub, Case Management unit, Psychiatric Clinic and our Peer Run Respite Home.

The Associate Director/Clinical Specialist works with the Executive Director and Board of Directors to provide leadership for and oversight of the organization, is actively engaged in the broader behavioral health and human service community, build and maintains strong relationships with donors and other funding sources. The Associate Director/Clinical Specialist must have a deep commitment and understanding of the communities that SOAR serves.

The position is 30 – 40 hours a week, requires determination, initiative, motivation and the flexibility to respond to the challenges of continuing to develop, implement and manage all aspects of our agency. **Duties will include but are not limited to:**

- Maintain communication and consultation with executive director, psychiatrist, other administrative staff and the board of directors in the implementation of the strategic and operational plan
- Develop and maintain thorough and comprehensive understanding of agency programs
- Assist in supervision of programs: Recovery Dane, Community Recovery Services, Comprehensive Community Services, Psychiatric Clinic, Case Management and the Peer Run Respite Home.
- Track and monitor utilization of services, barriers to receiving services, outcomes, quality assurance, and report data to administrative team as necessary
- Provide consultation to staff, interns and volunteers
- Monitor and maintain records of Chapter 51 reviews, WATTS reviews and plan reviews
- Complete intake, assessment, treatment plans, wellness plan and monitor progress
- Create a welcoming, healing, supportive, non-judgmental environment
- Develop a relationship with consumers, supporting them in developing new skills and abilities, access the skills and abilities they have to achieve personal recovery goals, increase independence, empowerment and improve their quality of life
- Other responsibilities as assigned by executive director

**Education and Experience (required)**

- Licensed or eligible to become licensed in the next six months as a master’s level mental health provider (LCSW, LMFT, LPC) in the state of Wisconsin
- Well-developed understanding of the principles of Mental Health Recovery, Empowerment, Self-Determination and Cultural Competence and a commitment to implementing these principles
- Demonstrated time and workload management skills-the ability to handle multiple tasks simultaneously, meet time sensitive deadlines and organize workload
- Ability to envision change and work creatively to enhance the mission of the organization
- Proficient in computer skills; electronic documentation and computer-based resources
- Valid driver’s license, good driving record and access to a vehicle
• Applicants must pass a caregiver background check.

Education and Experience (preferred)
• Wisconsin Substance Abuse Counselor certification (SAC) or Clinical Substance Abuse Counselor certification (CSAC).
• Self-identify as someone with lived experience regardless of diagnosis or treatment
• Management experience in the nonprofit sector, preferably in behavioral health
• Developing new funding sources and grant writing
• Experience working with community housing programs, AFH, and CBRF, Crisis Stabilization, CRS and community care centers and hospitals
• Experience working with dually diagnosed clients
• Experience with development of data collection and analysis for monitoring program outcomes
• Ability to speak more than one language, ideally Spanish speaking

Benefits/Compensation: Salary commensurate with experience, health/dental, disability insurance and generous vacation/sick, 403b.

SOAR Case Management Services Inc. is an equal opportunity employer. Staff diversity and cultural competence are essential elements of our service provision and our mission to help people recover on their own terms.

Applications accepted through 2/2/15 or until a qualified candidate is hired. Position is to be filled immediately. Please submit a resume and cover letter to:

Attn: Human Services
Tracy Zemlo
SOAR Case Management Services, Inc
2025 Atwood Ave
Madison WI 53704
Phone 608-287-0839
Fax 608-287-0840
tzemlo@soarcms.org