BEHAVIORAL HEALTH PROGRAM COORDINATOR
COLUMBIA COUNTY HEALTH AND HUMAN SERVICE DEPARTMENT

POSITION DESCRIPTION

I. Position Summary
This position is a management position reporting to the Behavioral Health and Long-Term Support Division Administrator.

II. General Duties
The employee in this position serves as a Program Coordinator for behavioral health programs provided by Columbia County Department of Health and Human Services. The employee in this position will also act as the Service Director and Mental Health Professional for the Comprehensive Community Services (CCS) program. The primary tasks of this position are to ensure that Columbia County behavioral health programs utilize a wraparound approach to providing individualized services that focus on client/family strengths, community placement, cultural competency, natural supports, teaming, and collaboration.

III. Essential Duties and Responsibilities
1. Develop, orient, and facilitate related program Coordinating Committees.
2. Receive and review program referrals and determine client eligibility for services.
3. Oversee development of collaborative teams, ensuring compliance with basic principles of wraparound core values.
4. Conduct and/or oversee assessment of client strengths and needs.
5. Direct the development of crisis response plans to address potential crisis situations at home and in the community.
6. Authorize services based upon medical necessity.
7. Review and approve all client related paperwork such as assessments, Plans of Care, crisis response plans, and discharge summaries.
8. Provide clinical supervision to program staff to include direct review, assessment and feedback regarding staff member’s delivery of services.
9. Responsible for quality of services provided to consumers and day to day consultation with program staff.
10. Orientation and training of new program staff and maintenance of training records.
11. Monitor completion of documentation to ensure compliance with State and Federal requirements.
12. Assist program Coordinating Committee(s) with establishing consistent measures for program development, implementation, evaluation, and monitoring of the projects and outcomes.
13. Facilitate public education and awareness of issues and programming for families and individuals with mental health or substance abuse needs through community forums and other means.
14. Conduct workshops/trainings for families, providers and Department staff.
15. Maintain program related data.
16. Assist in the development and implementation of family advocacy and peer specialist services.
17. Collect and record information and ensure that data and reports are submitted in an accurate and timely manner.
18. Participate in the Child-Adult Review Team (CART).
19. Participate in State and Regional meetings related to identified program areas.

III. Educational Requirements
1. Specific experience in service provision in mental health or substance abuse treatment and supervisory experience are preferred, AND
2. Current licensure under Ch. 457, Stats. as a Clinical Social Worker, Professional Counselor, Marriage and Family Therapist with 3000 hours of supervised clinical experience, OR
3. Master’s level clinician with 3000 hours of supervised clinical experience.

IV. Knowledge, Skills, Licensure and Experience Required.
2. Knowledge of the wraparound approach to providing individualized services including a focus on client/family strengths, community placement, cultural competency, natural supports, teaming, and collaboration.
3. Knowledge of basic mental health and psychopharmacology concepts, assessment and treatment planning.
4. Experience and knowledge of a team approach including group process and the ability to build agreement amongst a multi-disciplinary team.
5. Experienced in working with special populations including children/adolescents with severe emotional disturbance, adults with severe and persistent mental illness, elderly, and individuals with developmental disabilities.
7. Knowledge of DHS 34, 36, 92 and 94 of the Wisconsin Administrative Codes.
8. Knowledge of Medicaid and third party payor policies and procedures.
9. Comprehensive knowledge of human service systems and how to access State and local resources.
10. Ability to communicate effectively with staff, clients and the public both orally and in writing.
11. Possess a valid Wisconsin driver’s license.

V. Physical Requirements
1. Frequent bending, lifting, twisting, stretching, squatting, sitting, standing and walking
2. Visual acuity
3. Ability to hear normal conversation
4. Ability to communicate orally in a clear manner
5. Good manual dexterity of hands and fingers
6. Able to lift/carry/push/pull at least 30 pounds

The position description should not be interpreted as all-inclusive. The intention is to identify major responsibilities and requirements of this position. There may be requests to perform job-related responsibilities and tasks other than those stated on this description.