CST/CCS PROJECT 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 the Project Coordinator for the Coordinated Services Team (CST) Initiative. 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 the CST and CCS 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 the CST and CCS Coordinating Committees. 
2. Receive and review CST and CCS referrals and determine client eligibility for these programs. 
3. Oversee development of child-family teams, ensuring compliance with basic principles of wraparound core values. 
4. Conduct a comprehensive, multi-dimensional 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. Attend CCS Recovery Team meetings and authorize services based upon medical necessity. 
7. Review and approve all client related paperwork for CST and CCS such as assessments, Plans of Care, crisis response plans, and discharge summaries. 
8. Provide clinical supervision to CST and CCS coordinators. 
9. Responsible for quality of services provided to CST and CCS consumers and day to day consultation with CST/CCS coordinators. 
10. Orientation and training of new CST and CCS coordinators and maintenance of training records. 
11. Monitor completion of CST and CCS documentation to ensure compliance with State and Federal requirements. 
12. Assist the CST and CCS Coordinating Committees 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 data of CST and CCS enrollments and screening results.
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).

III. Educational Requirements
1. Masters Degree from an accredited university or college with a concentration in Human Services related course work. Specific experience in service provision in mental health or substance abuse treatment and supervisory experience are preferred, OR
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. Adult psychiatric and mental health nurse practitioner, family psychiatric and mental health nurse practitioner, or clinical specialist in adult psychiatric and mental health nursing. Board certified by the American Nurses Credentialing Center. Current license as a registered nurse under Ch. 441, Stats., 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. Experience and knowledge of a team approach including group process and the ability to build agreement amongst a multi-disciplinary team.
4. Experienced in working with children/adolescents with severe emotional disturbance.
5. Knowledge of Chapter 46.56, 48, 51, 55 and 938 of the Wisconsin State Statutes.
6. Knowledge of DHS 36, 92 and 94 of the Wisconsin Administrative Codes.
7. Comprehensive knowledge of human service systems and how to access State and local resources.
8. Ability to communicate effectively with staff, clients and the public both orally and in writing.
9. Licensed as a Clinical Social Worker, Marriage and Family Therapist or Professional Counselor under Chapter 457, Wisconsin Statutes
10. 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.

6/10/14