NOTICE OF JOB VACANCY

TO: All County Employees

FROM: Shane Schuhmacher, Director

DATE: October 26, 2016

RE: Available Position – Mental Health Coordinator-Comprehensive Community Services (CCS) Position

The Lafayette County Human Services Department is hereby posting this notice of position availability for a Mental Health Coordinator-CCS position. This is a full-time position. A copy of the job description is available upon request.

This vacancy shall remain posted in the County system for a period of seven (7) working days. Anyone wishing further information may contact Lafayette County Human Services at (608) 776-4800.

To apply: go to Wisconsin Job Network Quick Link on the Lafayette County Website: www.co.lafayette.wi.gov/ by Friday, November 4, 2016.

For questions, please contact Kristine Brunkow, Executive Secretary, Lafayette County Human Services, 15701 County Road K, Box 130, Darlington, WI 53530, 608-776-4800

Posted: K. Brunkow
October 26, 2016

Lafayette County Human Services provides an array of cost effective, quality services, and community-based support for individuals and families to improve their quality of life.
GREEN/LAFAYETTE REGIONAL CCS
POSITION DESCRIPTION
CCS SERVICE FACILITATOR
BACHELOR’S LEVEL POSITION

JOB SUMMARY
Under the direct supervision of the CCS Service Director the CCS Service Facilitator is responsible for the provision of the following services to consumers of the CCS program. Responsibilities will include the provision of service facilitation (any activity that ensures the consumer receives assessment services, service planning, service delivery and supportive activities in a timely manner).

Service Facilitator Functions:
1. Act as case manager for an assigned number of CCS consumers and provide case management duties.
2. Develop and ensure that the service plan and service delivery for each consumer is integrated, coordinated and monitored and is designed to support the consumer in a manner that helps the consumer achieve the highest possible level of independent functioning.
3. Participate in required orientation training and clinical supervision.
4. Ensure that the consumer understands the options of using the formal and informal grievance resolution process in s.HFS 94.40 (4) (5).
5. Attend and facilitate CCS recovery service planning meetings.
6. Accept requests and referrals for agency services.
7. Conduct comprehensive assessments through interviews, home visits, and collateral investigations, to determine the range of services needed by consumers and their families for psycho-social preventative, remedial or rehabilitative services.
8. Document consumer progress toward meeting their service plan goals in the consumer’s permanent record.
9. Provide education to consumers as needed.
10. Arrange or provides for social service for consumers based on assessments of needs.
11. Conducts scheduled case evaluations and update service plans when needed.
12. Maintains case records, prepares correspondence, reports, and other records as required.
13. Coordinates and participates in case conferences.
14. Facilitate services for disenfranchised and vulnerable consumers.
15. Participates in committees and task forces as assigned.
16. Testifies in court as necessary or required.
17. Maintains confidentiality of client-related information, maintains respectful treatment of consumers.
18. Adheres to approved social worker principles, methods, and practices, including the National Association of Social Worker’s (NASW) code of ethics.
19. Maintains skills and competence levels as policies and regulations change, attend department/staff meetings/trainings and by participating in continuing education training as required.
20. Provides assistance and back up to other CCS program employees as needed.
21. Any other assigned task/duties.
Qualifications:
1. A bachelor’s degree in a relevant area of education or human services.
2. One year experience working with persons with mental illness or substance use disorders.
3. Knowledge and understanding of the CCS philosophy and implementation of client centered treatment practices.
4. Knowledge of clinical symptoms of mental illness and substance use and their effects to the consumer.
6. Knowledge of counseling techniques, principles and practices and understanding of human growth and behavior.
7. Ability to work as a team member and facilitator with a multi-disciplinary team.
8. Ability to work with a diverse consumer population.
9. Possess a valid Driver’s License.
10. Ability to keep and maintain clinical records and develop individualized client centered service plans.
11. Knowledge of principles of implementing, evaluating and revising comprehensive individualized consumer centered psychosocial treatment.
12. Knowledge of principles of case management including clinical treatment on an individual, group or family basis.
13. Knowledge of laws, regulations and practices pertaining to federal and state public welfare programs.
14. Knowledge of resources for community welfare and health, and ways in which these resources may be used by people in need.
15. Knowledge of existing agencies utilized by Green County CCS and ability to work collaboratively with these agencies.
16. Ability to communicate clearly and effectively through written and verbal communication skills necessary to complete reports, conduct consumer interviews, and work with other agencies.

PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Language Ability and Interpersonal Communication
- Ability to interpret and comprehend a variety of documents including state policy manuals, local manuals, memos and letters, service provider contracts, state contract requirements.
- Ability to create and maintain a variety of documents including reports, brochures, and handbooks.
- Ability to effectively communicate with consumers and their families/guardians, service providers, professional and clerical staff, and government personnel.

Mathematical Ability
- Ability to add, subtract, multiply and divide, calculate decimals and percentages.
- Ability to work with mathematical concepts such as probability and statistical inference.
Judgment and Situational Reasoning
- Ability to apply principles of information technology and care management organization procedures to perform task.
- Ability to use functional reasoning development in performing activities within systems involving diversified work required significant exercise in judgment.
- Ability to use independent judgments in routine to occasionally unstable or risky situations.

Physical Requirements
- Ability to operate a variety of office equipment including personal computer, telephones, etc.
- Ability to operate a motor vehicle.

Environmental Adaptability
- Ability, in regard to environmental factors such as temperature variations, noise, disease, and/or dust, to work under moderately safe and comfortable conditions.
- Ability to visit environments with a moderate risk for disease or physical harm.

Green County and Lafayette County are Equal Opportunity Employers. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.

__________________________  ________________________
Employee’s Signature        Supervisor’s Signature

__________________________  ________________________
Date                       Date

CCS Job Description (09-16)