### Job Posting

**TITLE**
13103 Clinical Team Leader - Alternative Sanctions

**CATEGORIES**
FTE

**CLASSIFICATION**
SCSIII (Non-Bargaining Unit)

**CLOSING DATE**
Until Filled

**PERCENT OF TIME**
100%

**PERSONNEL CODE**
13103

**PROGRAM**
Outpatient Services / Alternative Sanctions

**SALARY**
$42,543.95 - $48,925.54

**JOB INFORMATION**

**JOB SUMMARY:**
The CTL-Alternative Sanctions program is responsible for supervision of Alternative Sanctions programs as contracted. Primary duties include clinical supervision and consultation; development and implementation of program planning, policies and procedures; coordination of services across program providers; liaison with the criminal justice and treatment system; ensuring data collection and timely and accurate reporting to state and county government. In addition, clinical backup, and clinical service including assessment, treatment planning, referral, and documentation are required. The CTL works closely and collaboratively with the Outpatient Services management team and is under the direct supervision of the Clinical Team Manager. This is a full time position, Monday through Friday, requiring occasional evening work.

**QUALIFICATIONS**

**ESSENTIAL:**
- Master’s degree in human services with 3 years combined related clinical and administrative/leadership experience or Bachelor’s degree plus 5 years combined related clinical and administrative/leadership experience
- Comprehensive understanding of substance abuse and mental health issues
- Knowledge of supervision principles
- Comprehensive understanding of criminal justice and correctional systems,
- Experience working with persons in the criminal justice system
- Knowledge of community treatment resources and systems
- Strong commitment to improving cultural diversity as demonstrated by valuing difference and diversity, recognizing own limitations in personal competence, and awareness of ways to improve cultural competency
- Strong commitment to respecting consumers
- Experience and/or knowledge of continuous quality improvement practices
• Excellent verbal and written communication skills
• Experience working with a culturally diverse population

PREFERRED:
• Bilingual (English/Spanish)
• Experience coordinating services among multiple / philosophically diverse systems
• Experience providing staff supervision in a human services setting
• Licensed in the State of WI as a substance abuse and/or mental health clinician
  and/or clinical supervisor

RESPONSIBILITIES
A. Clinical Supervision
1. Provide clinical consultation, review, and oversight to clinical team members, and through consultation, education, instruction and counsel, assure the general clinical and cultural competence of all services delivered to consumers.
2. Review the performance and goals for all staff in his/her supervision group on an annual and as needed basis including performing annual evaluations for all supervisees.
3. Provide clinical back up for all staff in his/her supervision group.
4. Coordinate and oversee a system of appropriate clinical charting procedures to insure the program’s compliance with JMHC, County, State and CARF guidelines and mandates. Review of documentation for accuracy and timely completion.
5. Facilitate the coordination of the program’s clinical services with those of other programs and outside agencies, and provide problem resolution around system issues, clinical issues, cultural competence, consumer grievances and difficult cases.

B. Administrative Leadership
1. Participate in and provide leadership to staff meetings, training programs and other designated functions and assist in development of new programming.
2. Assist the Clinical Team Manager in recruiting, hiring, training and evaluating of staff, students and volunteers.
3. Approve and monitor scheduling, time off requests, training requests and other aspects of each member of his/her team.
4. Maintains positive working relationships with, and provides training and liaison services to key treatment and case management staff, the Department of Community Corrections, Sheriff’s Department, judiciary, District Attorney’s office, Public Defenders Office, private attorneys, and other county diversion programs
5. Coordinates preparation and presentation of data reports to state and county government as required.
6. Provides presentations; attends related meetings; and committees to represent JMHC and the Alternative Sanctions programs, as assigned and/or approved by Clinical Team Manager.

C. Provision Of Clinical Services
1. Provide a range of clinical services including clinical program assessments, individual therapy and/or case management activities in a context that is supportive of the client’s family, culture, values, and perspectives.
2. Complete accurate clinical records including intakes, assessments, treatment plans,
case notes, discharge summaries, and other information in a timely manner.

3. Attend weekly staffing, consultations, and other clinical meetings as assigned.

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.

Applications are available:

- at www.journeymhc.org/careers
- or pickup at Journey Mental Health Center, 625 W Washington Ave., Madison, between 8 a.m. and 8 p.m. Monday-Thursday and 8 a.m. to 5 p.m. Friday
- or by phone at (608) 280-2677

Resumes are NOT accepted in place of completed application forms, but can be attached. Employment is contingent upon a receipt of favorable results of background history and driver’s record check.

Journey Mental Health Center is an Equal Opportunity/Affirmative Action Employer. It is the agency’s belief that staff diversity and cultural competence are the foundation for services, which are accessible, effective, and relevant to the diverse needs of Dane County children, youth, families, and adults. Women, disabled, and culturally diverse applicants are strongly encouraged to apply.