NOTICE OF JOB VACANCY

TO: All County Employees

FROM: Shane Schuhmacher, Director

DATE: February 26, 2015

RE: Available Position – Mental Health Coordinator (CSP Case Manager)

The Human Services Department is hereby posting this notice of position availability for a Mental Health Coordinator (CSP Case Manager) position. This is a full-time position. A copy of the job description is attached.

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

Submit resume and other pertinent materials to Kristine Brunkow by Monday, March 9, 2015 at 4:30 p.m.

Posted: February 26, 2015
K. Brunkow

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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.
Lafayette County

Position Classification: Mental Health Coordinator, Grade 8

Department: Human Services

Reports to: Behavioral Health Unit Manager

Supervises: N/A

Position Purpose: Participation in an inter-disciplinary team providing clinic-based individual, group, and family therapy; treatment for severely emotionally disturbed children; and adults with a broad range of needs, including, but not limited to, chronic mental illness.

Essential Position Responsibilities:

- Interview, assess, and evaluate individuals and families who present themselves for treatment or rehabilitation;
- Provide individual, group, or family therapy;
- Provide crisis and emergency counseling, intervention, and follow-up in medical and psychological emergencies;
- Provide clinical coordination and direct consultation of the provision of family-based services to the Family Services Unit;
- Provide outreach, aftercare, follow-up, and community liaison where appropriate;
- Act as a resource to other staff on matters pertaining to mental health problems, resources, and community programs serving the disability population;
- Perform staffing, charting progress, case management, and record-keeping for assigned clients;
- Participate in community education programs and other duties as assigned by Agency director.

Position requirements:

- Graduation from an accredited college or university with an advanced degree in social work, guidance and counseling, psychology, or other related field and 3000 hours post-graduate supervised clinical work experience; MSW is preferred. Experience in family systems is necessary and AODA certification is preferred.
- Position requires flexible hours, including some evening work;
- Must possess valid Wisconsin driver’s license;
- Subject to County and Agency policies;
- Participation in Emergency 24 hour on-call;
- Attend staff meetings and supervisory conferences;
- Attend and become involved in workshops, conferences, and in-service training;
- Provide public information on human services as requested;
- Other duties as assigned by the Supervisor or agency Director.
Physical Requirements:

Work is normally performed from a sedentary position; must have ability to function primarily in a normal office setting.

DISCLAIMER CLAUSE:

Job descriptions are not intended, and should not be construed to be exhaustive lists of all responsibilities, skills, efforts, or working conditions associated with a job; they are intended to be accurate reflections of those principal job elements.

Revised: March 22, 2002