Community Partnerships has an opportunity for a skilled professional to join our Mental Health Coordination Program (MHCP). In a grant-funded program, Community Partnerships and Madison Metropolitan School District (MMSD) are partnering to provide a system that increases the ease of access to appropriate mental health services for children and families attending school within the MMSD.

**Job Title:** Referral Specialist – MHCP

**Qualifications:**
- Minimum Bachelor's Degree
- Ability to effectively collaborate with multiple agencies/providers, i.e., schools, community organizations, HMO’s and insurance companies
- Demonstrated written and verbal communication skills
- Demonstrated organizational skills and ability to work independently
- Experience working with others from diverse cultural backgrounds and commitment to cultural competency
- Demonstrated computer proficiency
- Commitment to excellent customer service and consumer engagement

**Preferences:**
- Bachelor’s Degree in human services, psychology, or closely related field
- At least 2 years relevant experience working with human services delivery systems, data collection and reporting
- Knowledge of children and adult mental health systems

**Job Duties:**
- Process incoming calls, inquiries, and contacts from MMSD Student Support staff and families living within MMSD attendance areas regarding mental health needs, community resources, and service coordination needs.
- Perform follow-up contacts, both verbally and written, to ensure successful linkage to services and identify barriers to successful linkage.
- Perform regular data collection tasks specific to MHCP needs.
- Collaborate with and maintain positive working relationships with community providers, MMSD staff, parents and families to provide excellence in customer service, deadline efficiencies, and durable outcomes.

**Work Hours:** 20-40 hours per week, depending on candidate(s). Flexible scheduling and job sharing opportunities considered.

**To Apply:** Send completed application, cover letter and resume to:

Attn: Human Resources
Community Partnerships, Inc.
1334 Dewey Court
Madison, WI 53703

Alternatively, fax to (608) 250-6637 or e-mail to hr@commpart.org

- Application Form available at www.community-partnerships.org. Application packet must be complete to be considered.
- Position will remain open until filled.
- Criminal background check is required for employment.
- Valid Wisconsin Driver License, automobile insurance according to agency guidelines, and reliable transportation are required.

Community Partnerships is an Affirmative Action/Equal Opportunity employer.