

## Job Opening

### **Lafayette County**

Position Classification:	CONTRACT – Program Coordinator and Case Manager
Department:	Human Services
Reports to:	Director and/or Behavioral Health Program Manager
Supervises:	N/A
Work Location:	Lafayette County Human Services 627 Main Street, Darlington WI
Pay:	\$18 - \$20 per hour
Duration/Hours Per Week:	20 hours

### **Position Purpose:**

The purpose of this position is to coordinate and implement a comprehensive community based mental health services delivery system for children and adults, and individuals who experience the difficulties of life as a result of severe and persistent mental illness.

### **Responsibilities and Duties:**

1. Act as the Lead person to develop policy and procedures for the implementation of the Comprehensive Community Service (CCS), Coordinated Service Team (CST), and other program initiatives.

- Provide service supervision of internal and ongoing identified CCS and CST participants;
- Receive, review and ensure appropriate disposition of all client service referrals. Determine client eligibility for services. Implement and monitor client services;
- Coordinate CCS and CST activities with the Behavior Health Program Manager and team members;
- Manage interagency referrals for CCS and CST identified participants.

2. Work as a team member to support other program areas, such as, Community Support Program (CSP) team and serve as a case manager for the purpose of developing individual service plans for the CSP clients or other areas to which he/she has been assigned.

- Interview, assess, and evaluate individuals who present themselves for community support program services;
- Provide community-based services appropriate to the individual's personal needs;
- Provide outreach, aftercare, follow-up, and community liaison where appropriate;
- Provide professional consultation and community education programs upon request;
- Perform all record-keeping duties related case management, individual service plans, progress notes, and other documentation that may be required in a timely manner;
- Participate in continuing appropriate training and perform other duties as assigned by administrative personnel.

**Position Requirements:**

Graduation from an accredited college with a bachelor's degree in social work, psychology, or relevant field of study is required. Documentation of a minimum of 1000 hours of supervised post-degree clinical experience with chronically mentally ill persons preferably in a community-based social/human services program. Knowledge of, and experience with, Community Support Program (CSP) and/or the severe and persistently mentally ill (SPMI) is preferred. A master's degree in the same fields of study plus 3,000 hours of experience (post master's degree) is preferable.

**Additional Requirements:**

1. Possess basic knowledge and understanding of

- Human growth and behavior, with special emphasis on the severe and persistently mentally ill (SPMI);
- Current social and economic problems and the manner in which these problems affect the SPMI population;
- Knowledge of the range of services available to the SPMI;
- Laws, regulations, and practices pertaining to federal and state social/human services programs;
- Approved social work principles, methods, and practices;
- Knowledge and experience with a variety of treatment techniques, treatment interventions. Knowledge and experience with Family Systems theory is preferred.

2. Must have a passion for behavioral healthcare and recovery; must have ability to function primarily in a normal office setting. Must have the ability to operate motor vehicles as travel is required to attend meetings, provide community based services, etc.

**Disclaimer Clause:**

This job description is not intended, and should not be construed to be an exhaustive list of all responsibilities, duties, skills, or working conditions associated with the job; it is intended to be a reflection of the primary job responsibilities and requirements. Other duties may be assigned.

For questions, please contact Ron Copernoll at 608-342-4220.

Please submit your cover letter and resume by email to [swwdb.jobs@jobcenter.org](mailto:swwdb.jobs@jobcenter.org) . All resumes are due by **4:00 pm on February 01, 2012.**