

POSITION DESCRIPTION

Position Title: Behavioral Health CCS Service Facilitator
Budget Department: BH
Administratively Reports to: Donna Shimeck
Clinically Reports to: Kirsten Carlson
Supervises: None
FLSA Status: Non-Exempt
Pay Grade Level: 10
Benefits: Eligible for all permanent, regular, FT status benefits
Other: None

SUMMARY OF POSITION

This position coordinates services to individuals of all ages involved in the Comprehensive Community Services (CCS) program who need ongoing services for a mental illness, substance use disorder or a dual diagnosis. The focus of this position is to coordinate services, develop treatment or individual service plans, and to work with all involved to help empower individuals with the skills and resources they need to address their mental health/AODA concerns, respond appropriately in crisis situations, and to improve their overall functioning.

This position also works collaboratively with other community service providers to assist clients through the emergency crisis line and performs telephone and face-to-face intervention and services including assessment, counseling, referrals to stabilization services, and coordination of linkage and follow-up care.

EDUCATION AND EXPERIENCE

Minimum Education Level Required:

1. Bachelor's Degree in Social Work or closely-related Human Service field.

Preference for:

1. Wisconsin certification or certification eligibility in social work preferred.
- 2.

Minimum Experience Level Required:

1. Two years of recent experience working with individuals in program(s) addressing mental health/AODA issues/services.
2. 1,000 hours of supervised clinical experience.

CERTIFICATION/PROFESSIONAL LICENSURE

- 1.
- 2.

Preference for:

1. Certified social worker.
2. SAC-IT
- 3.

If minimum education, experience, certification or licensure is required by program statutes or funding sources, pertinent information must be attached.

OTHER REQUIREMENTS

1. Must possess a valid Wisconsin driver's license throughout the term of this position as travel is required.
2. Must have access to dependable personal vehicle.
3. Must have personal automobile insurance with minimum coverage limits of \$100,000/\$300,000
4. Must successfully complete a Caregiver Background Check per Wisconsin Administrative Code HFS 12.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assists in development of team and in conducting a comprehensive and multi-dimensional strengths and needs assessment for clients involved in the CCS program.

2. Completes a comprehensive assessment narrative and individual service plan for clients.
3. Schedules and facilitates team meetings for input into the development of treatment plans and outline each members' responsibilities, outcome expectations, and outcome measurements.
4. Assists in the development of crisis safety plans for each client in the CCS program to cover situations at home, in the community and at school, and assists with crisis or emergency situations.
5. Coordinates ongoing delivery of services and conducts home and community visits as needed.
6. Develops, monitors and coordinates services for clients who are presenting with mental health/ AODA issues.
7. Facilitates consultation among appropriate individuals and agencies regarding the care of the client.
8. Participates as a member of the Mobile Crisis Team to assess citizens of the tri-county area who are experiencing a mental health crisis, including on-call intervention services when required.
9. In collaboration with other community service providers, performs assessments and determines immediate care needs for client safety and least restrictive crisis solution plan.
10. Completes all associated paperwork in an accurate, effective and timely manner.
11. All associated tasks necessary to successfully complete the duties and responsibilities listed in items 1-10 above.

POSITION SPECIFIC KNOWLEDGE & SKILLS

1. Knowledge of mental health and AODA issues/services.
2. Knowledge of social, emotional, and physical behavioral needs of clients.
3. Knowledge of statutes, guidelines and policies related to the delivery of services through the CCS program.

CORE KNOWLEDGE AND SKILLS

1. Ability to effectively communicate orally and in writing.
2. Ability to establish and maintain effective working relationships with clients, supervisor(s), peers, service providers, and community partners in a way that supports the mission of the agency and the clients it serves.
3. Ability to comprehend and apply all applicable program standards set forth by Federal, State and agency requirements.
4. Computer literacy that allows for accurate and effective interaction and completion of reporting requirements.
5. Ability to abide by all policies and procedures of The Human Service Center including all documentation requirements and deadlines.
6. Ability to maintain the confidential nature of all consumer and business information per Federal and State regulations and agency policies and procedures.

Environmental Conditions, Physical Demands and Tools & Equipment Used in this Position Attached

This position description is intended to describe the general content and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements as all of these may be subject to change at any time.

APPROVED:

Executive Director

Date

This job description has been discussed with me. I understand the responsibility of this position.

Employee Signature

Date

Original: 9/8/2016

Reviewed/Revised:
2/6/2019