CCS Lead Clinical Coordinator  
Position Description (part-time) 

Department: Human Services; Behavioral Health  
Programs: Comprehensive Community Services  
Position Title: Part-Time Lead Service Coordinator  
FLSA: Non-Exempt  
Date Created: May 25, 2019  

Reports to:  
- Behavioral Health Services Manager and CCS Clinical Coordinator  

Purpose of Position:  
This is a professional Master's level, licensed position for Comprehensive Community Services program. Main focus of position is clinical service provision and service direction including face to face contacts with consumers. Collaboration with administration, service facilitators, consumers, and community vendors to ensure positive consumer outcomes within CCS is essential.

Essential Duties and Responsibilities:  
- Position fulfills requirements of CCS Mental Health Professional and CCS Service Director as outlined in Wisconsin Administrative Code DHS 36.  
- Collaboration with Administrator, Service Facilitators, consumers, and vendors.  
- Oversee the service delivery aspect of CCS consumer recovery teams to ensure authorized services are appropriate, and that planning process follows policy and program values.  
- Develops and provides program and clinical training to staff as needed to improve overall system compliance with CCS and CRS services.  
- Coordinates with service facilitators to ensure CCS standards are met and recovery oriented services are provided and documented.  
- Clinically reviews CCS paperwork to ensure administrative and clinical compliance.  
- Serves as a resource to service facilitators regarding service authorization, program values, and development of individualized plans of care. Available for day-to-day consultation and guidance.  
- Works closely with administration to ensure CCS services meet clinical and compliance standards.  
- May offer mental health psychosocial rehabilitation services depending upon availability of services in community and program need.  
- Individual with appropriate AODA licensure may also fulfill CCS Substance Abuse
Professional role as outlined in Wisconsin Administrative Code HFS 36. Duties could include AODA assessments, consultation, and psychosocial rehabilitation services.

- May be asked to deliver other mental health or substance use services depending on needs of section and individual qualifications.

**Physical demands:**
Large percentage of time is spent sitting in office or community interacting with consumers, teams, or providers. Employee uses oral communication, judgment, hearing, near vision, fingering for keyboarding and calculators, reading, writing. Handles papers and manuals, etc., lifts files, copy paper and other office materials. Sits, stands, bends and reaches intermittently throughout the day. Regularly moves about the office building and travels to other offices or sites for meetings. Remote risk of physical attack by hostile client.

**Related Job Functions:**
- This job description is not intended to encompass every job duty or responsibility, but is only illustrative. This position is required to perform other duties as may be assigned or required.

**Requirements of Work (Knowledge, Skills And Abilities):**
- Considerable knowledge of accepted principles and methods of clinical practice as they relate to comprehensive assessment, treatment planning, and documentation of mental health and/or AODA services, including suicide assessment.
- Considerable knowledge and practice application of Person Centered Planning, Trauma Awareness, Addiction knowledge, Motivational Interviewing, and the Recovery model as they pertain to CCS services.
- Working knowledge of mental health and/or AODA evidence based practices.
- Strong organizational skills due to complexity and independence of role and need to deliver finished products within specified timeframes.
- Strong knowledge of quality assurance practices and requirements as they relate to clinical process.
- Ability to provide effective clinical direction and support to staff and vendors.
- Ability to work constructively and form positive working relationships with other professionals, disciplines and agencies.
- Ability to integrate into practice a thorough knowledge and understanding of principles and techniques of integrated mental health and AODA assessment and treatment.
- Ability to accept clinical and administrative supervision for a collaborative relationship.
- Working knowledge of funding sources, Social Security, and local resources.
- Requires ability to focus on strengths, accurately listen, develop trust of team members, understand multiple perspectives, intervene on ineffective team or vendor dynamics, and accept feedback without reacting negatively.
- Working knowledge of common psychotropic medications and their intended benefits.

**Training, Experience and Other Requirements:**
- Master's Degree in social work, psychology, counseling, or closely related field.
- Licensure as Clinical Social Worker, Professional Counselor, or Marriage and Family Therapist (individuals who can identify a path to licensure may be considered). Licensure, as established by the Wis. Dept. of Safety and Professional Services, must be maintained during employment. Licensure of this nature allows the individual to perform the role of the CCS Mental Health Professional as specified by Wisconsin Administrative Code HFS 36.
• Preference for Alcohol and Other Drug Abuse (AODA) certification. Licensure, as established by the Wis. Dept. of Safety and Professional Services, (or having a demonstrated path to licensure) must be maintained during employment. This licensure would allow the individual to fulfill the role of a Substance Abuse Professional as specified by the Wisconsin Administrative Code HFS 36.

• Must have valid Driver's License and/or access to reliable transportation.

• Previous experience in mental health and/or substance use services (public or private).

• Preference for individual with significant clinical and program quality assurance protocol experience.

• Preference for individual with experience and knowledge of Evidence Based Approaches within the field of mental health and/or addictions.

• Background Check.