

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: CCS Service Facilitator

DEPARTMENT: HEALTH & HUMAN SERVICES/BEHAVIORAL HEALTH SERVICES

LOCATION: GOVERNMENT CENTER

SUPERVISOR: BEHAVIORAL HEALTH SERVICES UNIT MANAGER

SUMMARY:

To provide strength and community-based, case management and service facilitation to individuals and families, covering a wide range of behavioral health, developmental and physical disabilities.

DUTIES AND RESPONSIBILITIES:

- Approximately 75% of the time is spent providing case management and coordination of services for children and their families in the CCS (Coordinated Community Services) program. This includes performing functional screens, assessments and determining areas of service needs, development of treatment plans/recovery plans, providing supportive counseling, education, and assisting in areas of need are also required for the position. The applicant will be setting up and facilitating team meeting to ensure the individualized treatment/recovery plans and service delivery for each individual is coordinated, monitored, and designed to support the individual in a manner that supports the consumer to achieve the highest possible level of independent functioning.
- This time also includes being a Team Leader or Team Member providing mental health services either in the office or in-home. The applicant will be expected to follow legal, organizational and contractual requirements, laws and policies, prepare, complete and submit required items by due dates and required timelines, establish and maintain good communication, collaboration, and cooperation with all stakeholders, and perform other duties as assigned.
- About 15% of the time is spent providing crisis counseling to individuals via the crisis line and in outpatient setting. This includes performing crisis line duties, including coordinating inpatient emergency detentions and diversions. This also includes being on a 24 hour on-call crisis (mobile) team.
- Approximately 5% of the time is spent maintaining behavioral health/CCS charts. This would include completing necessary forms, (i.e., release of information, insurance claims, scheduling appointments, etc.).
- The remaining time is spent attending and participating in staffing's, in-services, supervision and trainings.

SKILLS AND ABILITIES:

- Basic everyday living skills

- The ability to understand, follow and provide directions
- Reading, writing (reports, case notes) is necessary
- Comprehensive knowledge and skills of person centered approaches
- The ability to work in and with individual/family teams
- Understand the needs of individuals with mental illness, developmental and physical disabilities.
- Comprehensive knowledge of the principals and practices of person centered care
- Ability to relate to and communicate effectively with staff, community professionals, agencies and the general public.
- Must have a valid Wisconsin Driver's License and access to an insured vehicle.

QUALIFICATIONS:

EDUCATION: A Bachelor's Degree in Social Work, Psychology or related field.

EXPERIENCE / JOB KNOWLEDGE: Considerable experience working with mental health and developmental disability populations.

A willingness to learn and grow professionally.

WORKING CONDITIONS:

PHYSICAL DEMANDS: Over 75% of the time is spent hearing (listening), talking and sitting. 25% of the time is spent participating in activities using low handling skills and medium fingering skills.

Management's assignment of essential functions is not designed to limit the manner in which duties may be accomplished. Management shall comply with all applicable workplace laws and shall communicate with any employee with a disability to determine the availability of a reasonable accommodation(s) to allow the employee to perform the essential functions of the job.

ENVIRONMENTAL DEMANDS: Over 75% of work done is inside. In unusual situations, there may be exposure to noxious odors and a threat of physical attack or injury from clientele

This is a public service position, and employee is required to be courteous, cooperative and respectful at all times with the public and clients; also establishes and maintains a courteous and cooperative and respectful working relationship with other employees, supervisors and public officials.

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions and needed skills. It is not intended as a complete list of job duties, responsibilities and/or essential functions. This description is not intended to limit or modify the rights of any supervisor

to assign, direct, and control the work of employees under supervision. The county retains and reserves any and all rights to change, modify, amend, add to or delete from, any section of this document as it deems, in its' judgment, to be proper.

07/11/2016
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