

**MENOMINEE COUNTY/TOWN OF MENOMINEE  
POSITION DESCRIPTION**

<b>Position Title:</b> Clinical Services Case Manager	<b>Department:</b> Human Services	<b>Division/Section:</b> Behavioral Health
<b>Classification:</b> Full-Time-Salaried/Exempt	<b>Wage: Based on Experience</b> \$41,142.00-\$45,427.20 (Non-Certified) \$42,432.00 - \$46,842 (Certified)	<b>Supervisor:</b> Clinical/Behavioral Health Manager
<b>Supervision Exercised:</b> None	<b>Posting Date:</b> 2/1/2023	<b>Deadline Date to Apply:</b> 2/17/23
<b>Position Summary:</b> This position is responsible for providing assessment, treatment, rehabilitation, case management, crisis intervention, and community resource development for adult and juvenile clients including guardianship and adult protective services. This position will be working with the mentally ill, substance abuse, developmentally disabled, and elderly adult clients as well as those dealing with adjustment issues. This position is also responsible for the support and education of significant others and family members of clients. Clinical responsibilities include intake and emergency detention assessments and court appearances, commitments, settlement agreements and monitoring of these, guardianships and protective placements, and referrals to other services appropriate to the client. This position shares on-call crisis coverage on a staff rotation schedule and participates on the crisis mobile team. Caseload and assignments are at the discretion of the immediate Supervisor.		

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Comply with applicable federal/state laws, administrative rules, agency procedures, and accepted professional standards
- Orientates participants/consumers, service providers, and the community as to the nature and goals of programs. Explain/interpret roles and responsibilities, treatment costs to be borne by the participant/consumer, if any, and consumer's rights.
- Responsible for ensuring services are provided to clients by the least restrictive and clinically appropriate means and ensure treatment/recovery is provided following best practice and professional ethics and boundaries and conduct code
- This position is responsible for providing assessment, treatment, case management/service facilitation, crisis planning, service plan development and review, crisis intervention, and community resource development
- Develop and initiate an individual plan of treatment/recovery with consumer and/or family participation. Ensure service delivery is integrated, coordinated, and monitored and is designed to support the client to achieve the highest possible level of independent functioning
- Provide and plan for the provision of prescription medication administration, monitoring, and documentation, which includes assessing and documenting the client's symptoms and behavior in response to medication and side effects.
- Provide emergency detention assessments and court appearances and participate in the deployment of a seamless intake/crisis response system. Serve on a rotation schedule for "on-call" and participate on the Mobile Crisis Team, maintaining flexible hours for service delivery.
- Participate in on-call rotation
- Other duties as assigned

### **MINIMUM QUALIFICATIONS:**

- Bachelor's degree with a major in Social Work from an accredited University, or a related Human Services/behavioral science field **or** master's degree (MSSW or equivalent) and be certified or eligible for certification as a Social Worker in Wisconsin, according to Act 160 Chapter 457.08
- Direct job experience, education, or training in working with mental health clients, substance abuse, children, youth, families, and/or wraparound services, preferred.
- Supervised clinical experience/hours working with serious and persistent mentally ill persons (1,000 hours or more, depending on qualifications, per Wisconsin Administrative Code, HSS 63) is preferred
- Possession of a valid Wisconsin Driver's license and access to an owned, insured vehicle and provide evidence of meeting such requirements continually; must have a good driving record
- Must be available to respond to crisis and outreach at various locations countywide and work evening hours and weekends to serve on a 24-hour on-call rotation schedule and to work flexible hours as needed to support programs and complete tasks
- Proof of any education, training, or experience is required.
- Must submit to and pass a pre-employee drug test.

A person not meeting any one of the minimum qualifications listed above will not be considered for an interview.

### **NECESSARY KNOWLEDGE/SKILLS/ABILITIES:**

- **Reports/Records:** Develop and maintain efficient, timely, and accurate completion of required records, reports, and other necessary paperwork within specified time frames according to statutory rules, regulations, court duties as required, other controls affecting the agency, and present reports verbally and/or written, as requested.
- **Physical Demands:** Ability to lift up to 25 pounds, stand, bend, sit, kneel, reach, and stoop. Frequently climb flights of stairs; sit for several consecutive hours
- **Working Conditions:** operate/drive a car; requires manual dexterity sufficient to operate standard office equipment. No limitations that would impair or restrict the ability to hear and understand communication or to communicate with others, comprehend oral or written instructions and read manuals, forms, and other documentation. No limitations that would impair or restrict the ability to make visual observations, i.e. nonverbal cues, possible hostile/confrontational situations, discrimination against different shades of color.
- **Other:** This position description is an illustration of the duties and responsibilities of this position and is not intended to be all-inclusive. Management reserves the right to add or remove duties and to assign other duties as necessary. This job description does not constitute an employment contract.

**BENEFITS:** To see a summary of Menominee County's benefits, visit Menominee County's website at [www.co.menominee.wi.us](http://www.co.menominee.wi.us) and click on the "Career Opportunities" tab appearing in the left margin of the home page.

**APPLICATION PROCESS:** A complete application includes:

- Menominee County Employment Application (available in the Administrative Coordinator Assistant's Office or online at [www.co.menominee.wi.us](http://www.co.menominee.wi.us) under the "Career Opportunities" tab appearing in the left margin of the home page);
- Copy of College Transcripts (official "stamped" copies due prior to starting date if offered the position);
- Copy of current resume

- Copy of valid Wisconsin Driver's license.

Applications that are incomplete or do not include the information described above will be screened out and will not proceed to the interview stage.

Please submit all required information in person to the Administrative Coordinator Assistant's office at the Menominee County Courthouse located at W3269 Courthouse Lane in Keshena, Wisconsin. Alternatively, all of the required information can be mailed to:

Menominee County Courthouse  
Attn: Human Resources  
P.O. Box 279  
Keshena, WI 54135

Please call 715-799-3024 if you have any questions or need assistance.

*Menominee County is an equal-opportunity employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective employees and incumbents to discuss potential accommodations with the employer.*