

# **Richland County**

## **Position Description**

**Position Title:** Coordinated Services Professional

**Department:** HHS/Behavioral Health Unit

**Reports to:** Behavioral Health Services Supervisor

**Pay Grade:** 12 H

**Date:** 09/28/2024

**Hours per week:** 40

---

### **Purpose of Position**

Responsible for providing mental health case management and/or crisis services in a community mental health setting within the Behavioral Health Unit of Richland County Health and Human Services in adherence with Wisconsin State Statutes.

### **Essential Duties and Responsibilities**

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Maintain a client treatment caseload: coordinates team meetings; performs case management activities; performs client assessments and screenings; and provides psychological rehabilitation services and develops service plans.
- Prepare accurate and timely reports and documentation. Enter documentation into State and County reporting systems.
- Coordinate scheduling and communication with other staff, departments, agencies, providers, community organizations, and client's families.
- Consult cases and program requirements with CCS team and supervisors.
- Review and approve contracted providers services and service notes.
- Maintain the confidentiality of client information and protected health information as required by State and Federal regulations, including the Health Insurance Portability and Accountability (HIPAA) Act.
- Maintain current knowledge of program requirements and best practices and participates in continuing education opportunities.
- Participates in committees, trainings, and meetings.
- Maintains current knowledge of program requirements and best practices and participates in continuing education opportunities.
- Represent Richland County Health and Human Services to the community at large through professional interaction, public speaking, media presentations, and participation in community advisory groups.
- Responsible for providing mental health case management services in a community mental health setting.
- Maintains a CCS client treatment caseload; coordinates team meetings, performs case management activities; performs client assessments and screenings; and provides psychological rehabilitation.

- Prepares accurate and timely reports and documentation.
- Coordinates scheduling and communication with other staff, department, agencies, providers, community organizations and client families.
- Consult cases and program requirements with CCS team and supervisors.
- Reviews and approves contracted providers services and service notes.
- Maintains the confidentiality of client information and protected health information.
- Performs other duties as assigned or apparent.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

Bachelor's degree in social work, Human Services, or relevant field with one-year relevant experience; or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Valid Driver's License required.

### **Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Language Ability and Interpersonal Communications**

- Ability to communicate effectively, orally and in writing, and have strong positive customer service skills.
- Ability to establish and maintain effective working relationships with others.

#### **Skills, Knowledge, and Abilities**

- Knowledge of applicable federal and state laws, administrative rules, established agency procedures and accepted professional standards.
- Knowledge and skill in provision of mental health services and best practices.
- Ability to read, interpret, and apply regulations, laws, and policies.
- Experience and skill with computer data entry.
- Knowledge of Microsoft Office software.
- Ability to prepare reports and records.
- Ability to work under limited supervision with general autonomy in determining how objectives are achieved.
- Ability to use considerable analytical ability to select, evaluate and interpret data from several sources including interpretation of guidelines, policies, and procedures.

#### **Physical Requirements**

- Ability to exert moderate physical effort in sedentary to light work, involving stooping, kneeling, and crouching. Ability to handle, finger, and feel. Ability to lift, carry, push, and pull.

#### **Working Conditions**

- Work is performed in an office and community settings. Headaches, eyestrain, and other related occupational hazards reflect the most common potential for injury.
- Work is light duty and sedentary with the ability to lift, carry or push up to 20 pounds.

- This position may be occasionally exposed to mental effort and stress as well as angry or confused persons and offensive language.
- This position frequently performs work under high attention to detail and deadlines.

**Special Requirement**

As a post-offer pre-employment condition, a criminal background check must be completed and passed. Richland County may disqualify an applicant if the position's responsibilities are substantially related to the applicant's criminal history. Wisconsin's Fair Employment Law, s.111.31-111.395, Wis. Stats., prohibits discrimination because of an arrest or conviction record. Management reserves the right to make employment contingent upon the successful completion of the background check. The cost of the background check will be covered by Richland County.

Richland 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 and current employees to discuss potential accommodations with the employer.

---

Employee's Signature

---

Supervisor's Signature

---

Date

---

Date