

**MENOMINEE COUNTY, WISCONSIN  
MENOMINEE COUNTY HUMAN SERVICES DEPARTMENT  
POSITION VACANCY**



<b>Position Title:</b> CST Project/Service Coordinator	<b>Department:</b> Human Services	<b>Division/Section:</b> Behavioral Health
<b>Classification:</b> Full-time	<b>Wage:</b> \$14.16/hour - \$16.78/hour	<b>Supervisor:</b> Clinical Behavioral Health Manager
<b>Supervision Exercised:</b> None	<b>Posting Date:</b> February 24, 2020	<b>Deadline Date to Apply:</b> Open until filled
<b>Position Summary:</b> This position will design, oversee, and coordinate the implementation of the Coordinated Service Team (CST); wraparound initiatives and the integration of these initiatives into other agency mental health, substance abuse and Human Service Programs by guiding the Agency through the implementation of CST, including project data collection, evaluation, and the manner in which services are performed.		

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Orientates participants/consumers, service providers, and community as to the nature and goals of program. Explain/interpret roles and responsibilities, treatment costs to be borne by the participant/consumer, if any, and consumer's rights.
- Assist in the development of policies procedures, and training approaches to assure incorporation of CST values into the work of the Human Services Department, establish consistent measures for program development, implementation, evaluation, and monitoring of the project and outcomes.
- Bring together parents, consumers, relevant staff and representatives from key stakeholder organizations to comprise the Coordinating Committee. Support their activities, ensuring compliance with policies and procedures as established in the Interagency Agreement
- Receive/review ALL referrals (including crisis service issues) and assure the provision of service coordination for all family teams utilizing best practices by the least restrictive and clinically appropriate means within professional ethics and boundaries
- Guide the development of family teams, ensuring compliance with basic principles of the CST core values; identifying and bringing together a team of people that will collaboratively work with the child and family, and provide process orientation to the family and to service providers who are new to the process
- Schedule and facilitate regularly scheduled team meetings and together with team partners, conduct a comprehensive and multi-dimensional summary of strengths and needs of the child and family. Complete a summary of strengths and needs and review the results. Ensure completion of corresponding paperwork which may include but are not limited to: compiling assessment data, screening, service/case planning, consumer and collateral contacts, advocacy, outreach, transportation, prevention, information and referral and/or coordination of direct and support services to assist consumers, and collaboration with other community resources, law enforcement, etc.
- Together with team partners, develop a Plan of Care, specifically outlining each team member's responsibility, time line for accomplishment, and outcome expectations; review plans of care for consistency with Integrated Services Programming process, including safety plans for each child to address potential crisis situations at home, in the community and at school; if all team members have signed off, authorize implementation and/or amend to meet the changing needs of the child, family, service providers and the community;
- Resolve disputes or questions arising from the operation of the program; utilizing appropriate grievance procedures.
- Respect, understand, maintain, and abide by all confidentiality laws, agency policy and procedures, manuals, administrative codes, and state/federal laws.

**MINIMUM QUALIFICATIONS:**

- Associate Degree or Bachelor's Degree in Social work or related Human Services/behavioral science field from an accredited College or University.
- Direct job experience working with Human Services Programs, Child Welfare Services, Child Abuse/Neglect, and Youth Services;
- Direct job experience, education, or training in working with children, youth, families, and/or wraparound services preferred (Chapter 46.56).
- Experience in working with computers and data entry, preferred.
- Possession of a valid Wisconsin Driver's license and access to an owned, insured dependable vehicle and provide evidence of meeting such requirements.
- Must be available to respond to crisis and outreach at various locations county wide and available to work flexible hours as needed to support programs, events and complete tasks/projects as assigned
- Must possess and maintain a personal/home telephone.
- Proof of any education, training or experience is required.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of recovery-based services and how to access these and area resources, preferred;
- Specific skills as a service coordinator include the abilities to: Interview, group facilitation, focus on strengths, listening, trust of team members, understand multiple perspectives, problem solve, mediate, accept feedback, provide support and encouragement while maintaining and exhibiting high level of leadership and professional skills at all times;
- Ability to work independently with sound organizational, problem-solving, multi-tasking, prioritizing, decision-making skills;
- Ability to utilize appropriate and sensitive discretion in dealing with sensitive materials, communications and situations;
- Ability to concentrate on details to ensure accuracy of both electronic and paper records and to apply sound recordkeeping skills;
- Ability to apply professional communication skills effectively orally and in writing and ability to follow instructions;
- Ability to cope with time-pressured deadlines and to successfully adapt to changes; and
- Drive in and out of County as needed to carry out responsibilities and to attend training/meetings.

**PHYSICAL DEMANDS:** To perform and function in situations encountered in a normal office setting. No physical limitations that would impair mobility or restrict ability to lift and carry a minimum of 30 pounds; sit down/get up or bend/stoop; frequently climb flights of stairs; sit for a number of consecutive hours; concentrate on precise and critical information; operate/drive a car; requires manual dexterity sufficient to operate standard office equipment.

No limitations that would impair or restrict ability to hear and understand communication or to communicate with others, to comprehend oral or written instructions, and to read manuals, forms, and other documentation.

No limitations that would impair or restrict ability to make visual observations, i.e. nonverbal cues, possible hostile/confrontational situations, discriminate different shades of color

**MENTAL DEMANDS:**

Must be able to analyze many variables and choose the most effective course of action for the organization at any given point in time. Personal maturity is an important attribute. Must be able to resolve problems, and make effective decisions under pressure. Must have a long attention span in order to listen to people, perceive the real problems and bring issues to a successful conclusion. Must relate and interact with people at all levels. Must be culturally sensitive. Stressful factors include the on-going intensity of involvement with clients, personnel issues, and the provision of services in a sometimes unfavorable and difficult environment; a varied schedule, handling complaints/grievances, frequent travel, and travel in inclement weather.

**Menominee County Human Services Department**

CST Project Coordinator (Rev. 03FEB2020)

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**PERSONAL CHARACTERISTICS:**

Appearance should be pleasing, poised, and well groomed; attitudes toward people should demonstrate warmth of personality, patience, respect, sensitivity to feelings & ideas; a willingness to give and sustain help; dependable, reliable, flexible, integrity, insight, imagination, and creativity.

**AUTHORITY:**

THIS POSITION DESCRIPTION IS AN ILLUSTRATION OF THE DUTIES AND RESPONSIBILITIES OF THIS POSITION AND IS NOT INTENDED TO BE ALL-INCLUSIVE. EXECUTIVE DIRECTOR AND/OR BOARD RESERVES THE RIGHT TO ADD OR REMOVE DUTIES AND TO ASSIGN OTHER DUTIES AS NECESSARY.

**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.

**BACKGROUND CHECK REQUIREMENT:** A thorough background check will be conducted as part of the hiring process to determine whether the circumstances of any conviction or pending charge may be related to the job being filled and a drug test is required prior to hiring. Confidentiality is mandatory in all aspects of the job.

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

- Signed and completed 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));
- Current resume;
- Two professional letters of reference and one personal letter of reference;
- Copy of official college transcripts (official “stamped” copies due prior to start date if offered the position); and
- Copy of valid Wisconsin Driver’s License and proof of vehicle insurance.

Applications that are not signed, that are incomplete, or that 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.*