

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

<b>Position Title:</b> Intervention Services Coordinator	<b>Department:</b> Human Services	<b>Division/Section:</b> Behavioral Health
<b>Classification:</b> Full-Time; Exempt	<b>Wage:</b> \$44,770.56 - \$48,480.48	<b>Supervisor:</b> Behavioral Health Manager
<b>Supervision Exercised:</b> None	<b>Posting Date:</b> 5/5/2025	<b>Deadline Date to Apply:</b> 5/19/2025
<b>Position Summary:</b> Under the direction of the Behavioral Health Manager, the Intervention Services Coordinator is responsible for providing coordination over the operations, services, and personnel involved in outreach and court services.		

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Provides direct emergency crisis services for clients when on call. Takes crisis calls, provides face-to-face interventions, and assists with the assessment of agency intake services and short-term counseling services.
- Coordinates monitors, and authorizes inpatient, stabilization, crisis respite, diversion placements, and Chapter 51, 55, and 880 court orders. Provides case management for these services and makes decisions concerning outcomes and client treatment/service plans based on clinical assessment, discussions with other professionals, and resources available. Creates and oversees crisis plans.
- Processes all mental health and AODA court services including emergency detentions, commitments, protective services, placements, and guardianships. Assist in the budgeting process for assigned programs; responsible for expenditures, revenues, and contracts.
- Ensure compliance with DHS 34 to ensure that emergency mental health services will be available that are appropriate to the clients
- Approves interventions and services provided, and advises staff regarding appropriate protocols, procedures, and follow-up needed with clients. Monitors intervention services for follow-up, documentation, and procedures to assure compliance with agency policies and procedures. Work with management to resolve intervention service issues complaints, and grievances, utilizing appropriate procedures. Responsible for the completion and implementation of the on-call schedule.
- Assist with Establishing, leading, and maintaining the I-Team (Elder Abuse) meetings as it pertains to crisis intervention services.

**MINIMUM QUALIFICATIONS:**

- Requires BS/BA in Psychology, Social Work, Human Services, Guidance & Counseling, or a related field.
- Social Worker certification within one (1) year of hire is required.
- Requires three (3) years of directly related work experience in the delivery and coordination of emergency/inpatient, adult protective, and court services.
- Three or more years working with adults, elderly, physically or developmentally disabled, or in the service delivery of human services which provides the required knowledge, skills, and abilities for this position.
- Possession of a valid Wisconsin driver's license and access to an owned, insured vehicle and provided evidence of meeting such requirements continually, must have a good driving record.

- Availability to work unscheduled hours, including evening and weekend hours, as workload and agency operations dictate; serve on a rotation on-call crisis supervisor response team. On-call experience 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:**

- **Time Management/Communication:** Preparing numerical, assessment, and/or narrative management reports and/or client records/files. Oral, and written communication and making presentations to groups and individuals. Establishing and maintaining effective working relationships with supervisors, county managers, provider organizations, program participants, representatives of other governmental agencies, unit personnel, and other professionals in the field.
- **Physical Demands:** Ability to lift 30 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, to comprehend oral or written instructions, and to 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, discriminate 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);
- Current resume;
- Copy of college transcripts (official "stamped" copies due before the start date if offered the position);
- 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

Intervention Services Coordinator  
Rev. 02/17/2022

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.*