

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

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| <b>Position Title:</b><br>CST/CCS Project Service Coordinator   | <b>Department:</b><br>Human Services   | <b>Division/Section:</b><br>Behavioral Health            |
| <b>Classification:</b><br>Full-Time; Exempt   | <b>Wage:</b><br>Bachelor's Degree \$41,142-\$44,532<br>Master's Degree \$42,993-\$51,708 | <b>Supervisor:</b><br>Clinical Behavioral Health Manager |
| <b>Supervision Exercised:</b><br>None   | <b>Posting Date:</b> 9/6/2023  | <b>Deadline Date to Apply:</b> 9/22/2023                 |
| <b>Position Summary:</b><br>This position will design, oversee, and coordinate the implementation of the Coordinated Service Team (CST) and the Comprehensive Community Services (CCS) programs; wraparound initiatives and the integration of these initiatives into other Human Service agency programs such as Children Disability (CLTS/B-3), Mental Health, Substance Abuse, and Behavioral Health which includes project data collection, evaluation, and how services are performed. |  |  |

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Orientates participants/consumers, service providers, and the community as to the nature and goals of the 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 the incorporation of CST/CCS values into the work of the Human Services Department, and establish consistent measures for program development, implementation, evaluation, and monitoring of the project and outcomes.
- Schedule and facilitate regularly scheduled team meetings and together with team partners, conduct a comprehensive and multi-dimensional assessment/summary of the strengths and needs of the child and family with the ability to review and present results for effective service planning/implementation. Ensure completion of corresponding paperwork which may include but is 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.
- Provide intake services, assessments (ISPs, Functional Screens, etc.), and evaluations of all program referrals for CLTS.

**MINIMUM QUALIFICATIONS:**

- Bachelor's Degree in Social work or related Human Services/behavioral science field from an accredited College or University. Master in Social Work or a closely related field from an accredited College or University preferred;
- Direct job experience working with Human Services Programs, Child Welfare Services, Child Abuse/Neglect, Disability Services, and Youth Services;
- Direct job experience, education, or training in working with children, youth, families, and/or wraparound services preferred (Chapter 46.56, U.S. Department of Education's Individuals with Disabilities Education Act (IDEA), and as services pertain to the Medicaid Home and Community-Based Services (HCBS) waiver program is authorized in §1915(c) of the Social Security Act).
- 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 countywide and available to work flexible hours as needed to support programs and events and complete tasks/projects as assigned
- 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. Knowledge of recovery-based services and how to access these and area resources preferred;
- **Physical Demands:** Ability to lift up to 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, 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. Ability to work independently with sound organizational, problem-solving, multi-tasking, prioritizing, decision-making skills.
- **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 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.*