

Community Partnerships has a part-time opportunity for a skilled professional to join our Children Come First (CCF) Program.

Job Title: Referral Specialist

- Qualifications:**
- Minimum Bachelor's Degree
 - Ability to effectively collaborate with families and multiple agencies/providers, i.e., schools, Dane County Human Services (DCHS), community organizations, HMO's and insurance companies
 - Demonstrated written and verbal communication skills
 - Demonstrated organizational skills and ability to work independently
 - Experience working with others from diverse cultural backgrounds and commitment to cultural competency
 - Demonstrated computer proficiency
 - Commitment to excellent customer service and consumer engagement

- Preferences:**
- Bachelor's Degree in human services, psychology, or closely related field
 - At least 2 years relevant experience working with human services delivery systems, data collection and reporting
 - Knowledge of children and adult mental health systems

- Job Duties:**
- Process incoming calls, inquiries, and contacts from parents, Dane County social workers, school support staff, and mental health providers regarding eligibility for the CCF program (Hospital Diversion, Wraparound Case Management, and Family Support units).
 - Perform regular data collection tasks specific to program needs.
 - Collaborate with, and maintain positive working relationships with community providers, DCHS staff, parents and families to provide excellence in customer service, deadline efficiencies, and durable outcomes.

- Work Hours:** 25-30 hours per week, depending on candidate(s). Flexible scheduling and job sharing opportunities considered.

To Apply: Send completed **Application Form, cover letter and resume to:**

Attn: Human Resources
Community Partnerships, Inc.
1334 Dewey Court
Madison, WI 53703

Alternatively, fax to (608) 250-6637 or e-mail to hr@commpart.org

- **Application Form available at www.community-partnerships.org.** Application packet **must be complete** to be considered.
- Position will remain open until filled.
- Criminal background check is required for employment.
- Valid Wisconsin Driver License, automobile insurance according to agency guidelines, and reliable transportation are required.

Community Partnerships is an Affirmative Action/Equal Opportunity employer.