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| **Community Partnerships has an opportunity for a skilled professional to join our Mental Health Coordination Program (MHCP). In a grant-funded program, Community Partnerships and Madison Metropolitan School District (MMSD) are partnering to provide a system that increases the ease of access to appropriate mental health services for children and families attending school within the MMSD.**  |
| **Job Title:** | **Referral Specialist – MHCP** |
| **Qualifications:** | * Minimum Bachelor's Degree
* Ability to effectively collaborate with multiple agencies/providers, i.e., schools, 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
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| **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
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| **Job Duties:** | * Process incoming calls, inquiries, and contacts from MMSD Student Support staff and families living within MMSD attendance areas regarding mental health needs, community resources, and service coordination needs.
* Perform follow-up contacts, both verbally and written, to ensure successful linkage to services and identify barriers to successful linkage.
* Perform regular data collection tasks specific to MHCP needs.
* Collaborate with and maintain positive working relationships with community providers, MMSD staff, parents and families to provide excellence in customer service, deadline efficiencies, and durable outcomes.
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| **Work Hours:** | 20-40 hours per week, depending on candidate(s). Flexible scheduling and job sharing opportunities considered. |
| **To Apply:** | Send completed **application, cover letter and resume to**: Attn: Human Resources  Community Partnerships, Inc. 1334 Dewey Court Madison, WI 53703Alternatively, fax to (608) 250-6637 or e-mail to hr@commpart.org* **Application Form available at** [**www.community-partnerships.org**](http://www.commpart.org/wp-content/uploads/2012/12/Application-Form-rev-Jan-2014.pdf). 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.
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| **Community Partnerships is an Affirmative Action/Equal Opportunity employer.** |