

Community Partnerships (CP) is an emerging leader in coordinated care and mental health service delivery in Dane County and the Greater Madison area. We embrace a strengths-based approach in partnering with others to address the mental health and wellness needs of our community. We value collaboration, learning, and growth. We encourage personal and professional growth in all positions in our agency and seek new talent that will continue to enrich and diversify our workplace perspective and our connection to the community.

Community Partnerships continues to expand its programming and has an opportunity for a skilled professional to join our Care Coordination team which serves children and teens enrolled in the Children Come First Program or Comprehensive Community Services. In partnership with Dane County, Community Partnerships is responsible for providing wraparound care coordination services for children and adolescents with significant mental health challenges; using a strength-based, individualized, client-centered approach.

Job Title: Care Coordinator/Service Facilitator

Required Qualification:

- Minimum of Bachelor's Degree in social work, psychology or closely related field
- Demonstrated experience working with individuals or families on issues related to mental health, community resources usage, case management and/or advocacy
- Demonstrated written and verbal communication skills
- Experience working with others from diverse cultural backgrounds
- Commitment to strength-based, recovery-focused, trauma-informed coordinated care
- Demonstrated ability to work as a member of a team
- Basic computer proficiency with Microsoft Office products (Word and Outlook) and/or other web-based databases

Preferences:

- Knowledge of Dane County's community resources which benefit children and families
- Current Comprehensive Community Services (CCS) certification
- Experience and knowledge of wraparound systems of care
- Demonstrated flexibility, initiative, and creativity
- Demonstrated effectiveness in interacting with multiple professionals and systems in community
- Experience working with others from diverse cultural backgrounds
- Knowledge of Dane County Juvenile Court system
- Bilingual language skills

Job Duties:

- Assemble and coordinate family-centered treatment teams consisting of community supports and other professionals.
- Facilitate team meetings.
- Complete a strengths-based assessment and work collaboratively with the treatment team to formulate a culturally relevant crisis plan and plan of care with measureable outcomes.
- Collaborate with other agencies, private treatment providers, and other systems to the extent needed to assist the family in successfully meeting treatment goals.
- Evaluate progress in reaching goals and assist with development and implementation of transition planning.
- Attend court hearings to advocate for and support the client, family, and team, as appropriate.
- Complete all necessary client and program-related paperwork according to established timelines and in accordance with CCF or CCS program practice standards.

Physical Demands: While performing the duties of this job, the employee is required to sit at a desk and computer for long periods of time, is occasionally required to stand; use hands to finger, handle or feel; reach with hands and arms; stoop, kneel, crawl and/or crouch. May be requested to lift materials of up to 35 lbs. Specific vision abilities required include reading computer screen and written documents; close vision, color vision and ability to adjust focus. Communicate effectively via verbal, audible and written means. Regular travel by car required.

Work Conditions/ Hours: Monday through Friday, typically during office hours of 8:00 a.m.-5:00 p.m. However, to meet client and family needs, some hours maybe outside of the typical hours. Optional, incentivized on-call duties and hours as well.

Heated and air conditioned open office/office environment. Work in community not limited to homes, community centers, hospitals/clinics, etc. Noise level is usually low to moderate. Will be required to regularly travel locally (non-local on occasion) and work off site. Monday through Friday with some scheduling flexibility expected to meet staff and program needs.

Application Instructions: 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

If you need technical assistance or an accommodation during the application/hiring process please email us at hr@commpart.org or call (608) 250-6334.

- **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's License, access to reliable transportation, and automobile insurance according to agency guidelines are required.

Community Partnerships is an Affirmative Action/Equal Opportunity employer.