

RISE 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.

The Evaluation Coordinator is an integral member of the Court Ordered Evaluation Program team. The coordinator is responsible for coordinating evaluations and daily program activities for the Court-Ordered Evaluation program at RISE.

Position Responsibilities:

Administration

1. Assist COE Program Coordinator in recruiting, orienting, and managing a diverse provider pool
2. Perform maintenance of provider files (electronic and paper)
3. Serve as initial contact for all quality oversight of providers and maintain positive provider relations
4. Process incoming calls, inquiries, and referrals for evaluations
5. Communicate program information and changes to relevant parties and key system partners efficiently to meet court and system requirements and deadlines
6. Assign referrals to meet the needs of participants, courts, evaluators, and other system parties
7. Prepare and maintain program participant files to track progress of referrals from beginning to end
8. Support evaluators and other parties in scheduling appointments
9. Perform technical support with videoconferencing other COE tele-based tasks
10. Follow agency confidentiality guidelines to ensure participant privacy
11. Maintain positive working relationships with key persons in related systems that will lead to improved consumer outcomes and coordination of services
12. Perform regular data collection and entry tasks
13. Perform billing and authorization tasks
14. Generate quarterly utilization report data
15. Perform year-end program review
16. Provide support and assistance to COE internal evaluators as requested

Required Qualifications:

- Minimum of 1 year experience in community mental health or related field

- Demonstrated commitment to trauma-informed and culturally relevant service provision
- Experience and knowledge navigating public systems of care and identifying solutions to barriers in relevant systems
- Demonstrated skill in identifying and implementing programmatic enhancements
- Demonstrated written and verbal communication skills
- Proficient computer skills, specifically in current versions of Microsoft Word, Excel, Outlook and Power Point; and willingness to learn new skills as needed or required
- Ability to pay attention to detail and a commitment to quality and the timely completion of duties
- Demonstrated ability to work as a member of a team

HIPAA Regulations:

As a required part of employment with RISE, the employee must preserve all rights and protections under the Health Information Portability and Accountability Act (HIPAA) of 1996 for the consumer population served by this agency; it is the obligation of the employee to ensure that private health information is protected and that disclosures are permitted only with appropriate authorization. The employee is required to comply with all Federal and State regulations as part of the organization's HIPAA training which describes the policies and procedures for the agency.

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 and fingers to operate and handle keyboards and computer controls. May be requested to lift materials of up to 20 lbs. Specific vision abilities required include close vision reading. The position requires sitting, standing, stooping, bending, lifting, walking, climbing, speaking and driving. The functions of this position are varied in nature and require the ability to make clear and concise presentations and to respond in an effective and appropriate manner during crisis. The employee is required to communicate effectively via verbal, audible and written means.

Application Instructions:

Send completed resume to hr@risewisconsin.org

Alternatively, fax to (608) 250-6637 or mail to:

Attn: Human Resources

RISE

2120 Fordem Ave

Madison, WI 53704

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

- Criminal background check is required for employment.
- Valid Wisconsin Driver's License, access to reliable transportation, and automobile insurance are required

RISE is an Affirmative Action/Equal Opportunity employer. RISE offers equal employment opportunities to all employees and applicants for *employment, upgrading, demotion or transfer, recruiting, layoff or termination, rates of pay or other forms of compensation, selection for training*

including apprenticeship insofar as it is within our control without regard to race, color, religion, sex, sexual orientation, national origin or ancestry, income level or source of income, arrest record or conviction record, less than honorable discharge, gender identity, physical appearance, political beliefs, student status, genetic information, marital status, age, disability, or any classification protected by federal, state, or local laws.

The information written in this job description indicates the general nature and level of the work to be performed. This job description is not designed to contain or be interpreted as totally comprehensive of every job duty, responsibility, or qualification required by an employee assigned to this position. While employed in this position, an employee may be required to perform other duties not listed in the description. This document does not create an employment contract, implied or otherwise, other than an "at-will" employment relationship. RISE retains the discretion to add duties or change the duties of this position at any time.