



Unified Community Services
Serving Grant and Iowa Counties

Comprehensive Community Services (CCS) Service Facilitator

Unified Community Services is seeking a dedicated and compassionate **CCS Service Facilitator** to support individuals participating in the Comprehensive Community Services (CCS) program.

This position helps consumers navigate services, build recovery supports, coordinate care, and work toward individualized recovery goals. The role includes office-based, community-based, and occasional in-home work, with travel throughout Grant and Iowa Counties.

Benefit Position: 80 hours bi-weekly; Generally, Monday through Friday, 8 a.m. to 4:30 p.m., based on department needs.

Starting Pay [based upon credentials]

- Associate's Degree and/or other certifications: starting \$21.65/hour
- Bachelor's Degree or higher: starting \$2,338.40 bi-weekly salary

Minimum Qualifications

- Bachelor's degree in psychology or another related human services field [preferred]
OR
- Any combination of education and professional experience that provides equivalent knowledge, skills, and abilities
 - May include State of Wisconsin certification as a Licensed Practical Nurse [LPN], Certified Peer Specialist [CPS], or AODA clinician [SAC-IT, SAC, CSAC]

How to Apply

A Grant County application and job description may be obtained on www.co.grant.wi.gov (under employment opportunities) or by contacting Grant County Human Resources (608) 723-2540.

To apply, submit a **letter of interest, resume, and Grant County** application to the below address or email to employment@co.grant.wi.gov.

Screening of applicants will begin immediately and will continue until the position is filled.

Grant County Human Resources

111 S. Jefferson St.
P.O. Box 529
Lancaster, WI 53813

Grant County is an Affirmative Action/Equal Employment Opportunity employer (AA/EEO). All qualified applicants are encouraged to apply, including minorities, veterans, women, and persons with work-related limitations.

UNIFIED COMMUNITY SERVICES

JOB DESCRIPTION

Comprehensive Community Services (CCS) Service Facilitator

Fair Labor Standards Act (FLSA) Status: Professional Employee Exemption

Supervisor: CCS Service Director

Position Summary:

Service Facilitator is responsible for helping consumers in CCS, a psychosocial rehabilitative program, understand, navigate, and progress in their recovery. Service Facilitator meets and works with the consumers, service providers, and other team supports to assist in the consumer's recovery efforts. Service Facilitator receives consultation from mental health and/or substance use professionals while working on the consumer's individualized recovery plan. Work is performed in the office, the community and occasionally in consumers' homes. Consumers may be unstable and symptomatic at times. Service Facilitator drives throughout Grant and Iowa Counties, and occasionally transports consumers.

Responsibilities:

- I. Service Facilitator is responsible for ensuring that the service plan and service delivery for each consumer is integrated, coordinated and monitored, and is designed to support the consumer in a manner that helps the consumer to achieve the highest possible level of independent functioning.
 - A. Establish eligibility by completing a Functional Screen
 - B. Complete a Comprehensive Assessment and Assessment Summary
 - C. Assist the consumer in identifying services from the CCS service array appropriate to address barriers to recovery. Develop Service Plan. Review and update Service Plan.
 - D. Broker services as needed with other providers in the CCS network.
 - E. Work with consumer to identify and build a recovery support team of professionals, as well as natural supports.
 - F. Facilitate recovery team meetings with the consumer to create individual recovery plans, identify and prioritize goals, and monitor consumer progress.
 - G. Follow-up with service providers to ensure quality care and goal progression
 - H. Appropriately document all contact with consumers and team members to adhere to program and care coordination requirements.
 - I. Provide psychosocial rehabilitation, symptom monitoring and management, and supportive counseling to consumers.
 - J. Monitor consumer's psychiatric medication regimen and compliance as directed by the prescriber.
 - K. Comply with consumer rights, and ensure consumer understand options of grievance resolution process.
 - L. Completes discharge summaries, and facilitate transition to an appropriate follow-up plan of programming and/or care.

- II. Other Responsibilities
 - A. Participate in in-service training and other training opportunities as required and/or approved by supervisor and Agency Director.

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- B. Be knowledgeable of and adhere to agency policies and procedures.
- C. Complete and sign provider network applications as required by agency needs.
- D. Dress appropriately for position and function.
- E. Possess valid driver's license and dependable transportation.
- F. Maintain minimum of \$100,000 automobile liability insurance on each vehicle driven for agency business.

III. Other Duties as Assigned.

Qualifications:

I. Education, Experience, License and Background Requirements:

- A. CCS Service Facilitator shall have the qualifications listed under DHS 36.10 (2) (g) 1 – 21, which includes but is not limited to:
 - Licensed Clinical Social Worker, Professional Counselor or Marriage and Family Therapist
 - Certified social worker, certified advance practice social worker or certified independent social workers
 - Registered nurse or licensed practical nurse
 - Master's level clinicians
 - Other professionals with at least a bachelor's degree in a relevant area of education or human services
 - DSPS licensed AODA Counselor
 - Peer specialist
- B. Completion of Caregiver Background Check in accordance with DHS 12, WI Administrative Code, with no crimes or other findings that prohibit employment as a caregiver unless rehabilitation approval is received, and with no convictions that are determined to be substantially related to the care of a client.
- C. Prefer experience related directly to the assessment and treatment of individuals with mental disorders or substance-use disorders.

II. Knowledge, Skills and Abilities

- A. Knowledge of clinical assessment, diagnosis, planning and intervention skills/standards for youth and adults with mental illness, AODA and co-occurring diagnoses.
- B. Knowledge of and support for principles of recovery, client centered care, and Trauma Informed Care
- C. Organization skills in managing a caseload of 10-15 consumers
- D. Possess excellent verbal and written communication skills.
- E. Demonstrates ability to establish and maintain an effective working relationship with other employees and agencies, contracted facilities, and the public.
- F. Demonstrated sensitivity with persons from diverse ethnic, cultural and economic backgrounds, issues of sexual orientation, gender identification, homelessness, and individuals with disabilities.
- G. Ability to maintain strict client and employer confidentiality.

10/2020