

UW HEALTH JOB DESCRIPTION

Program Specialist, Brief Intervention-Intake Specialist

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|--------------------------------------|---------------------|------------------------|------------|
| Job Code: 2445 | FLSA Status: Exempt | Mgt. Approval: C.Green | Date: 3-17 |
| Department: Adolescent Alcohol/28040 | | HR Approval: CMW | Date: 3-17 |

JOB SUMMARY

Under the supervision of the Adolescent Alcohol Intervention Manager, the Brief Intervention Specialist will be trained and provide AODA/mental health: screening; assessment; and brief intervention services with adolescents and their families. The Brief Intervention Specialist is responsible for providing services to a diverse mix (ethnicity, socioeconomic and geographical) of adolescents and their families. Training and supervision will be provided in: screening; assessment; diagnosis; treatment planning; motivational interviewing; and cognitive behavioral therapy. The Brief Intervention (BI) specialist will administer validated screening and assessment tools to adolescents and provide a "brief intervention" using the Motivational Interviewing and Cognitive Behavioral Therapy to those adolescents and their parents identified as appropriate for this level of care. These services will be provided at the UWHC-AADAIP clinic, as well as at other sites. In addition to providing the Brief Intervention services, the BI specialist will be responsible for coordinating the provision of these services in the identified off-site settings. Location possibilities include but are not limited to: In-Home; Dane County Juvenile Detention; Dane County Jail; Dane County Human Services Delinquency programs; and alternative schools.

MAJOR RESPONSIBILITIES

1. Participate in training in Motivational Interviewing and Cognitive Behavioral Training
2. Demonstrate competence in providing screening, assessment, brief intervention services during and after the training as guided by program requirements.
3. Present Assessments and Treatment Plans during scheduled Clinical supervision with Psychiatrist
4. Arrange for appropriate care within the UWHC-AADAIP program or through outside provider as prescribed in policies and procedures.
5. Maintain confidentiality at all times and adhere to all applicable ethical standards.
6. Ensure that each client's rights are protected and that they are provided with appropriate interventions based on ability to participate, cultural concerns, and screen results.
7. Participate in treatment team including; participating in the on-call rotation; sharing expertise and clinical impressions with team members; and attending staff meetings and trainings.
8. Maintain progress notes and other documentation.
9. Participate in quality initiatives as requested.
10. Lead community outreach efforts to provide brief intervention services at identified settings in Dane County.
11. Perform other duties as needed.

JOB REQUIREMENTS

| | | |
|---|-----------|--|
| Education | Minimum | Bachelors or master's degree in social work, counseling, health education or related field |
| | Preferred | |
| Work Experience | Minimum | |
| | Preferred | Experience working with adolescents and families |
| Licenses & Certifications | Minimum | 1. Certified Alcohol and Drug Counselor (CSAC, SAC, or SAC-IT), by Wisconsin Department of Safety and Professional Services or comparable within 6 months of hire. 2. Valid Wisconsin Driver's License and current auto insurance |
| | Preferred | 1. Unrestricted Mental health certification as a LCSW ,LMFT or LPC with the Wisconsin Department of Regulation and Licensing. |
| Required Skills, Knowledge, and Abilities | | <ul style="list-style-type: none"> • Bi-Lingual persons who are fluent in Spanish preferred • Demonstrated ability to function as a team member • Demonstrated ability to work independently • Demonstrated ability to provide services with cultural competence • Ability to drive to off-site locations • Effective communication skills |

AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

Instructions: Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

| | | |
|-----------------------------|--|------------------------------|
| Infants (Birth – 11 months) | | Adolescent (13 – 19 years) |
| Toddlers (1 – 3 years) | | Young Adult (20 – 40 years) |
| Preschool (4 – 5 years) | | Middle Adult (41 – 65 years) |

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|---|--|--|--|---|---|---|
| School Age (6 – 12 years) | Older Adult (Over 65 years) | | | | | |
| JOB FUNCTIONS | | | | | | |
| Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient. | | | | | | |
| | | | | | | |
| PHYSICAL REQUIREMENTS | | | | | | |
| Indicate the appropriate physical requirements of this job in the course of a shift. <i>Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.</i> | | | | | | |
| Physical Demand Level | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; padding: 5px;">Occasional Up to 33% of the time</td> <td style="width: 25%; padding: 5px;">Frequent 34%-66% of the time</td> <td style="width: 25%; padding: 5px;">Constant 67%-100% of the time</td> </tr> </table> | Occasional Up to 33% of the time | Frequent 34%-66% of the time | Constant 67%-100% of the time | | |
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| Other - list any other physical requirements or bona fide occupational qualifications not indicated above: | | | | | | |

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.