

Job Title: **Macro Level Social Work Intern (CCS)**

Income: **Part time - \$15.00 an hour**

Work Location: **Coggs Building (1230 W Cherry Street, Milwaukee)**

DHHS Service Area: **BHS – Comprehensive Community Services (CCS)**

Reports to: **CCS Administrator**

Work Hours: **First Shift, Hybrid**

Schedule Requirements: **Minimum of 16 hours per week**

Commitment Requirement: **2 semester minimum**

NOTE: This internship does not offer any direct clinical hours with clients

Job Summary:

The Comprehensive Community Services (CCS) Macro Level Social Work Intern will support efforts to ensure DHS 36 and Medicaid requirements are met as well as the quality of the program is maintained across the network. The intern will participate in current projects supporting growth, cultural competencies, and consistency of services across lifespan. This internship will allow the student to experience macro level social work.

Interested in learning more about BHS – Comprehensive Community Services?

Visit our webpage at: [Comprehensive Community Services \(CCS\) | BHS | Milwaukee County](#)

Essential Duties and Responsibilities:

- CCS QI/QA. Participate in activities monitoring quality of the program, DHS adherence, and Medicaid requirements. Assist CCS team with quality improvements projects and quarterly auditing of the care coordination agencies.
- Policy & Procedures. Assist with reviewing policies and procedures. Participate in projects to ensure adherence and understanding.
- Local & State Reporting. Provide support and information to care coordination provide agencies. Run a monthly report to assist with utilization management. Monitor CCS referral log to ensure compliance with statutory timelines.
- Maintain CARS CCS Records. Assist with maintenance of records pertinent to CCS DQA survey and Medicaid requirements. This is to include management of staff rosters, collection of supervision logs, and assist with monitoring completion of training requirements.
- Provider Directory Management. Collaborate with CCS Care Coordination and Ancillary agencies to maintain the provider directory accurate in real time.
- To help with outreach education and outreach to the community about the CCS program.
- Training & Technical Assistance. Assist in developing and roll out training to all contracted providers within CCS.
- Supervision with a licensed staff member. Receive ongoing scheduled supervision from a direct supervisor.
- Anticipate travel within the community up to 5% of the time.
- Perform all other duties as assigned.

Work Experience Requirements:

- **Currently in Social Work Bachelor's Degree Program**
- Candidates must have at least (1) year of experience in Behavioral Health.
- Current resident of the state of Wisconsin
- Valid driver's License and Insurance maintained throughout employment.
- Candidates must have excellent communication and customer service skills.
- Candidates should have proficient experience with Microsoft Office Suite products to include Word and Excel.
- Candidate should be comfortable using databases and electronic health records.