



Professional Training Programs

Position Description for Trainees

Job title: **Social Work, Mental Health Administration/Leadership**

Work Location: **Behavioral Health Services (TBD)**

Division/Department: **Community Access to Recovery Services (CARS)**

Reports to: **Comprehensive Community Services (CCS) Integrated Service Coordinator**

Essential Duties and Responsibilities:

- Candidate/Trainee would be provided an opportunity to participate in an organizational leadership or “Macro” experience within a County operated, community behavioral health psychosocial support program
- Trainees who have interests that range from direct social work practice to more leadership roles in a behavioral/mental health setting would be a good match for this learning opportunity
- This position is for individuals interested in social work roles in leadership/management, program development, planning and operations, policy development and community program design
- This position will give the candidate an opportunity to learn more about and participate in the operational aspects of community services offered through the CCS program at CARS. The position will provide an opportunity to learn about other CARS community programs including Targeted Case Management, Community Support Program, Group Homes, SUD Residential, and Recovery Support Coordination. This includes learning how the CCS program collaborates and interacts with these other CARS programs

The position would include support from the CARS CCS Integrated Service Coordinator with an opportunity to develop various social work leadership skills including, but not limited to the following:

- Insight into and understanding of human behavior
- Ability to help others develop and succeed
- Capacity to see situations from various perspectives
- A strong ethical framework
- Respect for diversity
- Participative decision making
- Consensus building
- System approach to program design and evaluation

A strong educational commitment and openness to learning a pre-requisite. Most of the educational experience (at this time) will be conducted via telework, with the potential to shift to more in-person opportunities as restrictions and safeguards are adjusted during this pandemic:

- Perform related duties as assigned by supervisor
- Maintain compliance with all company policies and procedures

Work Experience Requirements:

- Excellent verbal and written communication skills, including ability to effectively communicate with internal and external customers
- Excellent computer proficiency (MS Office – Word, Excel, and Outlook)
- Must be able to work under pressure and meet deadlines, while maintaining a positive attitude and providing exemplary customer service

- Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices

Interested in learning more about Comprehensive Community Services (CCS) program?

Click the link below:

[BHDCCSbrochure_new.pdf \(milwaukee.gov\)](#)

Milwaukee County Behavioral Health Division (BHD) is working in partnership with Milwaukee Comprehensive Care Collaborative (MC3), a grassroots organization that strives to improve the quality and delivery of behavioral health services and we are committed to the MC3 values and providing an exceptional internship experience. BHD promotes educational and cultural development of Milwaukee County through innovative collaborations, external partnerships, and a strong commitment to diversity and inclusion.

We seek greater diversity in our staff to broaden students' work experience and to enrich our community. You will have the opportunity to work with consumers that have complex needs, i.e., mental health, substance use and social economic status. Candidates must be sensitive to the needs of and possess an interest in working in a community that is diverse, with regard to gender, race, ethnicity, religion, nationality, sexual orientation or identity, disability status, and protected veteran status.