



## Clinical Specialist/Case Manager – Children, Youth & Family Services

Location: Pierre, SD

Agency: Capital Area Counseling Service

Employment Category: Full-time

Employment Type: Hourly

Wage: \$16 - \$20/hr. DOE

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### Position Description

The Clinical Specialist provides mental health support services to youth and their families.

### Responsibilities for this position include:

- Provide mental health support services for youth and families in accordance with a System of Care model
- Provide case management services to identify needs and assist with referrals
- Develop with the client and family the client's case service plans, crisis plans, and other clinical documents necessary to outline services being provided
- Regularly review and assess client's status with their goals and adjust as needed
- Utilize evidence-based techniques when working with clients
- Complete and maintain documentation required by the State or other funding sources and track all deadlines
- Adhere to all agency policies and state and federal laws regarding confidentiality of medical records
- Ability to work within a team including other community partner agencies and client's family and peers.

### Requirements:

- Minimum of an associate degree in the social sciences or human services field
- Knowledge of mental health services
- Ability to work as part of a team
- Excellent computer skills/proficient in computer applications, specifically MS Office
- Ability to multi-task and prioritize work
- Problem solving skills
- Excellent communication skills, both verbal and written
- Strong organizational skills
- Ability to meet deadlines
- Work hours will include some evening and weekend hours
- May need to use personal vehicle for work-related tasks

To apply go to [www.cacsnet.org](http://www.cacsnet.org) and complete our application. Email the completed application and your resume to [kellie.shuman@cacsnet.org](mailto:kellie.shuman@cacsnet.org)

For questions contact Kellie Shuman at 605-224-5811.