

Effective Date: August 7, 1994
Modified Effective: April 11, 1999
Modified Effective: July 11, 2004
Modified Effective: November 4, 2012

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

CLINICAL COORDINATOR

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Adm. Code, for making classification decisions relative to present and future professional positions located within the Division of Disability and Elder Services, Department of Health Services and the Department of Veterans Affairs. Positions allocated to this classification serve as clinical service or program directors for the four major service areas of the Winnebago Mental Health Institute or for the Specialized Treatment Unit of the Wisconsin Resource Center or function as the principal staff assistant to the Medical Director, Wisconsin Veterans Home. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future. Rather, it is designed to serve as a framework for classification decision-making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification encompasses professional supervisory positions that are located at Winnebago Mental Health Institute, Wisconsin Resource Center or the Wisconsin Veterans Home. These positions provide the development, coordination, direction of all programs within the clinical service or program area and the supervision of the staff assigned to the service program. Positions must meet the statutory definition of supervisor as defined in Wis. Stats. 111.81(9) as administered and interpreted by the Wisconsin Employment Relations Commission.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definition of supervisor as defined in Wis. Stats. 111.81(9) as administered and interpreted by the Wisconsin Employment Relations Commission.

2. Positions which are responsible for supervision of a treatment unit within an institution managed under the unit management concept a majority of the time and are more appropriately classified as Institution Unit Supervisor.
3. Positions that are not employed at the Winnebago Mental Health Institute, Wisconsin Resource Center or the Wisconsin Veterans Home.
4. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter positions within this classification by competition.

II. DEFINITION

CLINICAL COORDINATOR

Positions in this classification function as either (1) a Clinical Service or Program Director for one of the four major Service areas (i.e. Forensic Service, Adult Service, Child/Adolescent Service, Service to Multiply Impaired Persons) of Winnebago Mental Health Institute (WMHI), (2) a Clinical Service or Program Director of the AODA Specialized Treatment Unit at the Wisconsin Resource Center (WRC) OR (3) the supervisor of various therapy and medical service areas and principal professional staff assistant for the Medical Director, Wisconsin Veterans Home

Positions at Winnebago Mental Health Institute and the Wisconsin Resource Center report to the Clinical Director(s) of the facility and develop, coordinate, monitor, direct all programs and supervise all program directors in a specific Service area. Positions are responsible for: collaboration with boards, committees and/or courts statewide in developing and providing needed services for their clients; working closely with department directors to apply principles of management in the supervision of the personnel assigned to the unit; and participate in institute-wide administrative functions, serving as liaison between the service and management/administrative staff of the facilities.

The single position at the Wisconsin Veterans Home reports to the Medical Director and functions as a Clinical Coordinator for the Bureau of Medical Services, which is comprised of Pharmacy, Dental, Physical Therapy, Respiratory Therapy, Medical Records, Medical Laboratory, Radiology/EKG Diagnostics, and the Geriatric Evaluation Research and Education Team. This position is responsible to coordinate, monitor and direct all programs and to supervise personnel in the administrative/medical service program areas. Position is responsible for administrative support, and contract services in the medical and allied health areas; allocation of operational resources and the assessment of quality care within the nursing home to include the evaluation of rehabilitation services, special assessments of members, design of study protocols and clinical investigations.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification was created effective August 8, 1994, and announced in Bulletin CC/SC-25 to describe positions at WMHI that direct all programs and supervise all program directors in a specific service area of the Institute.

The classification was modified effective April 11, 1999, as a result of the Professional Program Support Personnel Management Survey, to expand the definition to include the single position at the Wisconsin Veterans Home with responsibility to coordinate, monitor and direct various disciplines, administrative support, and contract services in medical and allied health areas for the WVH, under direction of the Medical Director of the facility.

The classification was modified effective July 11, 2004, and announced in Bulletin OSER-0045-MRS-SC to more accurately encompass the supervisory aspects of the allocations, to clarify the responsibilities of the Wisconsin Veterans Home position, and to update the division name at the Department of Health and Family Services. The classification was modified effective November 4, 2012 and announced in Bulletin OSER-0316-MRS/SC to include the Wisconsin Resource Center and update definition language.

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