

## **POSITION DESCRIPTION**

**JOB TITLE:** Comprehensive Community Services Mental Health Therapist

**DEPARTMENT:** Human Services

**DIRECT REPORT TO:** Comprehensive Community Services Manager

**GRADE:** 26; steps 1-4 Masters, steps 5-8 Masters with License, steps 9-12 Masters with Dual License/ability to bill for both mental health therapy and substance use disorder counseling

**SALARY RANGE:** See current wage scale

**POSITION:** Full Time, Non Union, Exempt

The purpose of this position is to provide psychotherapy and substance use counseling to assigned consumers of Juneau County Department of Human Services' Clinic, including possibly providing case management or crisis intervention for assigned consumers.

It is the policy of Juneau County that employees will not accept any other employment which will conflict with their job responsibilities or is incompatible with the proper discharge of his/her official duties or would impair his/her judgment. Therefore, all employees accepting this position must disclose and obtain permission for any other employment activities, especially those of similar nature and function.

**A. ESSENTIAL FUNCTIONS AND GENERAL STATEMENT OF DUTIES & RESPONSIBILITIES**

- Provide mental health and/or substance use treatment to individuals, groups and affected family members in the office, community, and in the homes of consumers.
- Conduct mental health and/or substance use disorder intakes/assessments and diagnoses in order to develop person-centered recovery plans.
- Implement consumer/client driven treatment/service plans.
- Perform substance use level of care assessments, as appropriate.
- Trained in and utilize C-SSRS (Columbia Suicide Severity Rating Scale) and other applicable rating scales.
- Utilize a variety of approaches in the treatment of Mental Health and Substance Use Disorders.
- Complete required record keeping according to federal, state, and agency requirements.
- Participate with other staff members in the diagnostic process and treatment planning.

- Review, revise, and approve documentation as the Mental Health Professional on teams.
- Attend team meetings as the Mental Health Professional to ensure balance of consumer voice and choice with medical necessity and available resources. Work with agency management to explore additional/enhanced consumer resources as necessary.
- Work with consumers referred for Intoxicated Driver Program (IDP) services, as appropriate/assigned.
- Collaborate with other staff and community providers to address psychosocial needs and coordinate care.
- Participate in staff meetings, program development, quality improvement, and outreach efforts.
- Conduct court ordered social histories and related investigations and provide comprehensive reports to the court or other services agencies, as required.
- Obtain and maintain knowledge of the Community Support Program (CSP), Comprehensive Community Services (CCS), and Wraparound Model for providing mental health and substance use services.
- Work as a case manager, as assigned, for CSP, CCS and other Human Services consumers.
- Strong interpersonal and team building skills are a priority.
- Obtain/maintain knowledge of community resources and various prevention techniques.
- Establish rapport with clients.
- Exercise professional judgment and ethical decision making.
- Communicate effectively in writing and orally.
- Possess strong skills in conducting assessments to obtain social history data.
- Participate and provide services in conjunction with daytime and after-hours mobile crisis, as necessary. May be assigned daytime/after-hours crisis shifts if needed.
- Provide consultation to community agencies and other professionals.
- Provide educational and prevention services to community groups.
- Be familiar with duties of other units in order to support agency collaboration.
- Other duties as assigned.

**B. QUALIFICATIONS/EDUCATION/EXPERIENCE**

- Master's degree in social work, counseling, marriage and family therapy or psychology from an accredited graduate school.
- 3,000 hours of supervised experience preferred; with current license of LCSW, LPC, or MFT. Unlicensed applicants must obtain license within 3 years of hire date and will be asked to sign a pre-employment agreement with Juneau County.
- Must possess a valid driver's license, have access to a reliable vehicle, and submit proof of current vehicle insurance.

- Must possess considerable knowledge regarding child development, evidence based positive parenting practices, and/or Autism Spectrum Disorder.
- Preferred additional license of SAC-IT/SAC/CSAC in the State of Wisconsin. Applicants without SAC/CSAC or ability to provide & bill for substance abuse treatment services must obtain such license/ability within 7 years of hire date.
- May be required to obtain IDP training.

**C. ENVIRONMENTAL WORKING CONDITIONS AND PHYSICAL DEMANDS OF THE POSITION**

Office setting and community setting. At times will work with individuals who are upset, irrational, or otherwise not in control of themselves, some of whom could become violent. Some afterhours work will be required.

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**EEOC/AA/ADA**

Juneau County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer. This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions, and skills needed. It is not intended as a complete list of the job duties, responsibilities, and/or essential functions. This description is not intended to limit or modify the right of any supervisor to assign, direct, or control the work of employees under supervision. The County retains and reserves any and all rights to change, modify, amend, add to or delete from any section of this document as it deems, in its judgment, to be proper.