

Richland County

Position Description

Position Title: Mental Health Therapist

Department: HHS/Behavioral Health

Reports to: Behavioral Health Services Manager

Pay Grade:

Date: 09/27/2024

Hours per week: 40

Purpose of Position

The purpose of this position is to provide mental health therapy, crisis consultation, jail mental health services and other clinical services within the Behavioral Health Services Unit of Richland County Health & Human Services.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Maintain a client treatment caseload including: clinical assessment, diagnosis, treatment planning, therapy sessions/contacts, case management/service facilitation activities, psychosocial rehabilitation services, treatment documentation, correspondence, and scheduling.
- Conduct outpatient mental health therapy sessions with a goal of 30 client hours a week.
- Schedule clients for reoccurring appointments.
- Provide emergency mental health assessments and crisis consultation services.
- Consult with other professionals in the Unit to coordinate client services.
- Provide clinical supervision and collaboration to agency staff members providing mental health services.
- Facilitate up to five hours weekly of jail mental health therapy.
- Assist with suicide assessments at the jail and assess when to remove inmates from suicide watch.
- Provide leadership and act as a resource to the community in the area of mental health education and prevention.
- Coordinate services with other agency departments and community organizations.
- Represent Richland County Health and Human Services to the community at large through professional interaction, clinical consultation, public speaking, media presentations, and participation in community advisory groups.
- Comply with applicable federal and state laws, administrative rules, established agency procedures and accepted professional standards.
- Provide accurate and timely reports and documentation including clinical assessments, treatment plans, progress notes, client contacts, discharge summaries, etc.
- Maintain the confidentiality of client information and protected health information as required by State and Federal regulations, including the Health Insurance Portability and Accountability (HIPAA) Act.

- Maintain current knowledge of program requirements and best practices and participates in continuing education opportunities.
- Participate in committees, trainings and meetings.
- Perform other duties as assigned or apparent.

Minimum Training and Experience Required to Perform Essential Job Functions

Master's degree in social work or related field with the required number of hours of supervised clinical experience based upon degree type. Current State of Wisconsin License required: Licensed Clinical Social Worker, Licensed Marriage and Family Therapist, Licensed Professional Counselor or other equivalent licensure in Wisconsin. Valid Driver's License required. APSW, MFT-H and LPC-IT training.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communications

- Ability to communicate effectively, orally and in writing, and have strong positive customer service skills.
- Ability to establish and maintain effective working relationships with others.

Skills, Knowledge and Abilities

- Knowledge of applicable federal and state laws, administrative rules, established agency procedures and accepted professional standards.
- Knowledge and experience in working with mental health issues and initiatives.
- Ability to read, interpret, and apply regulations, laws and policies.
- Experience and skill with computer data entry.
- Knowledge of Microsoft Office software.
- Ability to prepare reports and records.
- Ability to handle a variety of assignments under moderate supervision.
- Ability to use considerable analytical ability to select, evaluate and interpret data from several sources including interpretation of guidelines, policies and procedures.

Physical Requirements

- Ability to exert moderate physical effort in sedentary to light work, involving stooping, kneeling, and crouching. Ability to handle, finger, and feel. Ability to lift, carry, push, and pull.

Working Conditions

- Work is performed in an office, jail, and community settings. Headaches, eyestrain, and other related occupational hazards reflect the most common potential for injury.
- Work is light duty and sedentary with the ability to lift, carry or push up to 20 pounds.
- This position may be exposed to mental effort and stress as well as angry, hostile or confused persons and offensive language.

Special Requirement

As a post-offer pre-employment condition, a criminal background check must be completed and passed. Richland County may disqualify an applicant if the position's responsibilities are substantially related to the applicant's criminal history. Wisconsin's Fair Employment Law, s.111.31-111.395, Wis. Stats., prohibits discrimination because of an arrest or conviction record. Management reserves the right to make employment contingent upon the successful completion of the background check. The cost of the background check will be covered by Richland County.

Richland 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 encourage both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Date

Supervisor's Signature

Date