



Job Code: 2325
Reports To: Outpatient Manager
EEO Code: 2.Professional

Pay Grade: C43
FLSA Status: Exempt
Last Revision: 7/12/18

The following statements are intended to describe, in broad terms, the general functions and responsibility levels characteristic of positions assigned to this classification. They should not be viewed as an exhaustive list of all the specific duties and prerequisites applicable to the position

Purpose of the Position

The purpose of the Psychotherapist- Mental Health and Recovery Services is to provide mental health and/or substance use treatment services to consumers, provide clinical support and consultation to agency staff, and provide mental health education and/or substance use education and prevention to the public for Sauk County Department of Human Services.

Essential Duties and Responsibilities

- Provide mental health and/or substance abuse treatment services to individuals, groups, and affected family members by conducting mental health and substance use assessments and develop person centered goals within the individuals' recovery plan.
- Identify, develop, adapt, and implement treatment methods according to the consumers' unique needs using tools and approaches that are evidence-based such as motivational interviewing, cognitive-behavioral, trauma informed, and strength based approaches.
- Provide consumers with supportive psychotherapy, symptom management support, case management, and life skills education to allow consumers to attain and maintain their highest level of independent living.
- Advocate on behalf of the consumer when appropriate for needed benefits and services, including applying for social security disability income, housing subsidies, and medical services.
- Review consumer evaluations, test results, substance use assessments, medical reports, neuropsychological evaluations, and psychiatric/psychological evaluations and incorporate information into a coordinated plan of care.
- Screen and triage mental health and substance use referrals coming into the MHRS unit. Assess for appropriate level of intervention/care, refer to services including higher levels of care as necessary, monitor consumers' progress in county-authorized and/or funded treatment, and assist with discharge/aftercare planning and return to community.
- Consult collaborate, and coordinate services with internal and external service providers/partners regarding consumers' needs to ensure an integrated approach to treatment.
- Participate in team-based services (CCS, CST) in the role of psychotherapist, service coordinator, or consultant.
- Provide court-ordered services requested through internal and external partners including but not limited to Child Protection, Youth Justice, Probation and Parole, the Impaired Driver Program and Adult Treatment Court for drug and alcohol offenses.
- Educate partners about scope of MHRS services and roles.

- Intervene in crises and participate in mobile crisis response. Collaborate with agency staff and recommend immediate remediation including residential placement, respite and stabilization, and safe community based options. Create crisis and safety plans including intervention and prevention steps to avoid unnecessary out-of-home placement and/or hospitalization.
- Lead or co-lead therapeutic, psycho-educational, or social groups for consumers.
- Complete documentation within the electronic health record, including but not limited to screening measures, assessments, recovery plans, progress notes, referral and discharge forms, supervision/consultation notes, and daily activity logs.

Additional Duties and Responsibilities

- Participate in program development and evaluation.
- Maintain knowledge of current professional counseling techniques and skills. Participate in ongoing professional training and development.
- Provide information/outreach regarding mental health and/or substance use to internal and external partners.
- Provide supervision to bachelor's or master's level student interns.
- And other duties as assigned.

Knowledge, Skills and Abilities

- Maintain understanding of current court-ordered processes and procedures including non-compliance reporting requirements
- Psychotropic medication effects
- Maintain all relevant licenses and certifications
- Ability to analyze data and information using established criteria, in order to define consequences and to consider and select alternatives. Ability to compare, count, differentiate, measure and/or sort data and information. Ability to assemble, copy, record and transcribe data. Ability to classify, compute, tabulate, and categorize data
- Ability to counsel, treat and mediate, which may include providing first line supervision. Ability to persuade and convince others. Ability to advise and interpret how to apply policies, procedures and standards to specific situations
- Ability to utilize advisory data and information such as client records, program forms and reports, tax forms, Social Security documents, leases, insurance forms, progress notes, recovery plans, representative payee forms, guardianship reports, referral documents, evaluations and assessments, Wisconsin Statutes Chapters 51 and 48, Physicians' Desk Reference, client medical charts, maps and directories, proactive behavior management techniques, screening and testing measurement guides, case plans, school records, medical reports, psychological evaluations, activity logs, family assessments, laws, and routine and non-routine correspondence

- Ability to communicate verbally and in writing with department personnel, medical service providers, law enforcement personnel, attorneys, probation and parole personnel, community based residential facility personnel, adult family home staff, Department of Health and Social Services personnel, advocacy groups, Department of Transportation personnel, employers, utility company representatives, landlords, business owners, educators, school personnel, caregivers, consultants, civic groups, the general public, therapists, support groups, clients, and clients' families
- Ability to add and subtract, multiply and divide, and calculate percentages, fractions, and decimals
- Ability to use functional reasoning development in performing functions within influence systems such as associated with supervising, managing, leading, teaching, directing and controlling
- Ability to apply situational reasoning ability by exercising judgment, decisiveness and creativity in situations involving the evaluation of information against sensory or judgmental criteria
- Use fine and gross motor skills to perform tasks such as operating a motor vehicle, telephone, computer keyboard, dictation machine, TV-VCR, adaptive aids, and augmented communication devices
- Exert effort in moderate to light work, such as lifting, carrying, pushing, pulling, stooping, crouching, crawling, climbing, balancing, and standing for long periods of time
- Recognize and identify degrees of similarity and differences between characteristics of colors, forms, sounds, odors, textures, etc. associated with objects, materials, and ingredients

Environment

- Provide on-call crisis intervention for children and youth under Chapters 48 and 938
- Safe and comfortable in respects to noise and disease, with the potential for exposure to violence

Required Working Hours

Standard working hours are Monday through Friday, 8:00 am until 4:30 pm. Please note these hours are subject to change and additional hours may be needed or required. Compensation for additional hours beyond normal working hours are subject to applicable state and federal regulations.

Education and Experience Requirements

Required: Master's degree in Psychology, Social Work, Counseling, or another related field
2,000 hours of supervised post degree clinical experience with persons with mental illness and/or substance use diagnoses

Licenses/Certifications: Licensed as a Social Worker, Marriage and Family Therapist, or Professional Counselor License in Wisconsin, or able to obtain within six (6) months

Preferred: Substance abuse education and experience providing substance abuse assessment and treatment
3 years of individual and group therapy experience
Experience with Comprehensive Community Services (CCS), American Society of Addiction Medicine (ASAM) Criteria, and Medication-Assisted Treatment (MAT)

Any combination of education and experience that provides equivalent knowledge, skills and abilities may be considered.

Core Value Standards of Behavior

It is expected that all employees will demonstrate behaviors that support excellence as defined by Sauk County’s Personnel Handbook.

Acknowledgement

All requirements of the described position are subject to change over time where I may be required to perform other duties as requested by Sauk County. Further, I acknowledge that this job description is also not an employment contract. I have received, read, and understand the expectations for the successful performance of this job.

Incumbent’s Signature

Date

APPROVALS:

Supervisor

Date

Department Head

Date

Human Resources Representative

Date

Sauk 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 and current employees to discuss potential accommodations with the employer.