County of Door  
Behavioral Health Therapist

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General Summary

The Behavioral Health Therapist will be responsible for conducting effective and professional direct therapy for county residents affected by mental illness and/or alcohol or drug abuse or dependency.

Duties and Responsibilities

**Essential Job Functions**

1. Provide direct service therapy to clients with mental health and/or substance use disorders and their families. This will include individual, couples, family therapy, primary treatment and continued care groups, as necessary for the population of clients at any given time.
2. Provide Screenings, Intake, Assessment, Diagnosis, and Case Management to Door County residents with mental illness or chemical dependency issues. Complete treatment plans with clients to address those needs and work with a multidisciplinary team to provide the needed level of care.
3. Develop and maintain accurate case management records of assessment, treatment and current status/condition as required by state statute. Comply with DHS Chapter 35 and 75 requirements.
4. Provide educational information to community groups and individuals. Present training in the area of AODA and inpatient treatment to medical professionals and staff members as needed.
5. Assist in developing and providing ancillary groups or special services to other community programs relative to special needs populations, i.e., youth, elderly, women, minorities and others as deemed necessary.
6. Provide recovery services to individuals enrolled in Comprehensive Community Services, consistent with Department of Human Services Chapter 35 requirements, which may include services in the office, home or community. Participate in CCS team meetings as needed.
7. Service Planning and oversight of clients on mental health commitment.
8. Conduct necessary team/staff meetings to review services and crisis planning.

**General Job Functions**

1. Provide 24 hour on-call crisis services on a rotational schedule to include but not limited to consultation to law enforcement, hospital, and other individuals who need crisis services. Employee must remain within 50 minute response time to Door County Memorial Hospital while on crisis call. Abide by DHS Chapter 34 Requirements.
2. Coordinate inpatient psychiatric treatment with other staff members and community and state agencies. This includes ongoing case management of services, (follow-along and follow-up) as needed.
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3. Provide educational information and consultation to community groups, educational facilities, and individuals regarding department services and various issues relative to mental health, chemical addiction and emotional wellness.
4. Present training in the area of psychotherapy, addictions and patient treatment to community, medical professionals, and staff members as needed.
5. Serve as a member of a multidisciplinary agency clinical team. Participate in client staffing, offer cross-disciplinary training to staff and cooperate as a team member in the delivery of treatment to consumers with co-occurring disorders.

Requirements

Training and Experience

1. Graduate of a certified college with a Master’s Degree in, Social Work, Counseling, Psychology, or related area.
2. Licensed Professional Counselor or Licensed Clinical Social Worker required and Wisconsin Certification as a Clinical Substance Abuse Counselor preferred.

Knowledge, Skills and Abilities Required

1. Knowledge of and experience in working with clients with Mental Health and AODA Diagnosis.
2. Knowledge of and experience with prevention, intervention, assessment and treatment modalities.
3. Ability to read, comprehend, and communicate, both verbally and in writing as well as effectively administer by written, and verbal communications.
4. Able to effectively conduct interviews and counseling with AODA and MH clients.
6. Ability to use tact and courtesy in maintaining an effective working relationship with department employees, county supervisors, county officials, and general public.
7. Possess emotional maturity, sound judgment and capable of working among a dynamic team of professionals.
8. Knowledge of basic computer operation and familiarity with word processing and data entry software.
9. Knowledge of DHS 34 Crisis Services and DHS 35 Comprehensive Community Services preferred but will educate.

Physical & Working Conditions

Nearly 100% of time work is performed in a normal office setting with little or no discomfort from temperature, dust or noise. Interacting with other employees, general public, whether walking in or on the telephone may be encountered.

Over 75% of work is performed seated at a desk, working on a computer keyboard and/or telephone with about 10% of work performed standing and walking. Over 75% of the work is performed by talking, hearing, and using both far and near vision. Occasional lifting is required up to 10 lbs. (i.e. paper and equipment).

In an effort to provide for continuity of County government and to cope with the problems of the emergency, you may be required to work during a proclaimed state of emergency, consistent with Sec 323.14 Wis. Stats. and County emergency management plans and programs.
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The above is intended to describe the general content of the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. They may be subject to change at any time due to reasonable accommodation or other reasons.

Approvals:

Joseph A. Krebsbach, Human Services Director 10/26/15

Kelly A. Hendee, Human Resources Director 12/9/15