NOTICE OF JOB VACANCY

TO: All County Employees

FROM: Shane Schuhmacher, Director

DATE: October 5, 2016

RE: Available Position – Emergency Mental Health Coordinator

The Human Services Department is hereby posting this notice of position availability for an Emergency Mental Health Coordinator position. This is a full-time position. A copy of the job description and appropriate addendum is attached.

This vacancy shall remain posted in the County system for a period of seven (7) working days. Anyone wishing further information may contact Lafayette County Human Services at (608) 776-4800.

To apply: go to Wisconsin Job Network Quick Link on the Lafayette County Website: www.co.lafayette.wi.gov/ by Friday, October 14, 2016.

For questions, please contact Kristine Brunkow, Executive Secretary, Lafayette County Human Services, 15701 County Road K, Box 130, Darlington, WI 53530, 608-776-4910.

Posted: October 5, 2016
K. Brunkow

Lafayette County Human Services provides an array of cost effective, quality services, and community-based support for individuals and families to improve their quality of life.
Position Classification: Mental Health Coordinator

Department: Human Services

Reports to: Behavioral Health Unit Manager

Supervises: N/A

Position Purpose: Participation in an inter-disciplinary team providing clinic-based individual, group, and family therapy; treatment for severely emotionally disturbed children; and adults with a broad range of needs, including, but not limited to, chronic mental illness.

Essential Position Responsibilities:

- Interview, assess, and evaluate individuals and families who present themselves for treatment or rehabilitation;
- Provide individual, group, or family therapy;
- Provide crisis and emergency counseling, intervention, and follow-up in medical and psychological emergencies;
- Provide clinical coordination and direct consultation of the provision of family-based services to the Family Services Unit;
- Provide outreach, aftercare, follow-up, and community liaison where appropriate;
- Act as a resource to other staff on matters pertaining to mental health problems, resources, and community programs serving the disability population;
- Perform staffing, charting progress, case management, and record-keeping for assigned clients;
- Participate in community education programs and other duties as assigned by Agency director.

Position requirements:

- A bachelor's degree in a behavioral science or a related field with 1,000 hours of supervised post-degree clinical experience with chronically mentally ill persons, or a bachelor's degree in a field other than behavioral sciences with 2,000 hours of supervised post degree clinical experience with persons with chronic mental illness is required. Graduation from an accredited college or university with an advanced degree in social work, guidance and counseling, psychology, or other related field and 3000 hours post-graduate supervised clinical work experience is preferred; MSW is preferred. Experience in family systems is necessary and AODA certification is preferred.
- Position requires flexible hours, including some evening work;
- Must possess valid Wisconsin driver's license;
- Subject to County and Agency policies;
- Participation in Emergency 24 hour on-call;
- Attend staff meetings and supervisory conferences;
- Attend and become involved in workshops, conferences, and in-service training;
- Provide public information on human services as requested;
- Other duties as assigned by the Supervisor or agency Director.
Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to have ordinary ambulatory skills sufficient to visit other locations; and the ability to stand, walk, stoop, kneel, crouch, and manipulate (lift, carry, move) light to medium weights of up to 25 pounds. Requires good hand-eye coordination, arm, hand and finger dexterity, including ability to grasp, and visual acuity to use a keyboard, operate equipment and read application information. The associate frequently is required to sit, reach with hands and arms, talk and hear.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

DISCLAIMER CLAUSE:

Job descriptions are not intended, and should not be construed to be exhaustive lists of all responsibilities, skills, efforts, or working conditions associated with a job; they are intended to be accurate reflections of those principal job elements.

Updated: May 15, 2014
Lafayette County Human Services
POSITION DESCRIPTION

Position Description Addendum for Mental Health Coordinator – Emergency Mental Health Coordinator

ADDITIONAL DUTIES AND RESPONSIBILITIES

➢ Provide tracking and oversight related to all emergency mental health assessments, response plans, linkage and follow up and crisis plans.

➢ Maintain communications with crisis contract agencies, hospitals and other providers related to emergency mental health services.

➢ Provide tracking and monitoring of all emergency detentions, voluntary hospitalizations and Chapter 51 Commitments and Settlement Agreements.

➢ Provide emergency assessments, crisis intervention services and adult protective services.

➢ Oversee training and outreach to both county employees and community members related to emergency mental health and crisis services.

➢ Oversee adequate supervision and training hours for staff providing emergency mental health services.

➢ Serve as a back-up for after hours assessments as needed in the county jail.

➢ Provide adult protective services case management as needed.

Employee’s Signature ___________________________ Supervisor’s Signature ___________________________

Date ___________________________ Date ___________________________