



**ROCK COUNTY**  
invites applications for the position of:  
**Treatment Court**  
**Psychiatric Technician**

An Equal Opportunity Employer

**SALARY**

Hourly  
\$16.65 - \$21.36

**OPENING DATE:** 08/21/19

**CLOSING DATE:** 09/06/19 05:00 PM

**POSITION**  
**SUMMARY AND**  
**JOB DUTIES:**

This position works at the Court Street location, working the following hours: Mon 5-7PM, Tues - Fri 4:30-7PM, and Saturday 10am - 2 pm.

**Psychiatric Technicians serve in a multifaceted capacity to support the Treatment Court unit by answering the phone line, triaging client needs, completing observed medication self administration and medication counts, in addition to other paraprofessional roles working independently and directly with clients.**

**Provides front desk coverage for the Treatment Court Programs**

1. Greets clients and other visitors; notifies staff or coverage of their presence.
2. Answers in-coming phone lines, transfers calls, maintains voice-mail groups, etc.
3. Monitors lobby activity (arguments, physical altercations, excessive noise, inappropriate behavior), and contacts program staff, if necessary.
4. Keeps the lobby area neat and clutter free; promotes a welcoming environment.
5. Complete a daily "End of Day" report
6. Print and prepare the daily client "sign in" sheet
7. Make copies of necessary paperwork and other similar functions which facilitate the smooth work flow and information exchange.
8. Operates a variety of office equipment and assists staff with the use of equipment.

**Completes medication duties**

1. Complete observed medication self administration and medication counts.
2. Photocopy all Suboxone sublingual film strips for each client.
3. Accurately track and log medication counts, and immediately notify the clinician of any discrepancies.

**Provides general clerical support for the Treatment Court Programs**

1. Complete administrative paperwork for client admissions/discharges

2. Complete daily filing/scanning, organizing client records and documents.
3. Make copies of necessary paperwork and other similar functions which facilitate the smooth work flow and information exchange.
4. Assists staff in preparing charts for State audits.
5. Retrieves and distributes faxes.

**Other duties as assigned**

**SUCCESS  
FACTORS  
(KSA'S):**

**Knowledge of the needs of persons experiencing acute and or long term psychiatric illness, chemical dependency, and co-occurring disorders.**

**Knowledge of community resources.**

**Ability to respond with empathy to clients and maintain unconditional positive regard.**

**Ability to keep confidential information confidential.**

**Ability to observe and document behaviors and responses of clients.**

**Ability to react efficiently and calmly to crisis situations.**

**Ability to communicate effectively both orally and in writing.**

**Skills in multitasking and organizing information.**

**JOB  
REQUIREMENTS,  
EDUCATION,  
TRAINING &  
EXPERIENCE:**

**- Graduation from High School or GED equivalent**

**- 60 college /college transferable credits**

**- emphasis in counseling, social work, psychology, human services, or a combination of training and experience**

**-Must possess and maintain a current unrestricted (not due to corrective lenses) driver's license and auto insurance pursuant to the Roc**

**ESSENTIAL JOB  
FUNCTIONS  
(PHYSICAL  
ELEMENTS,  
EQUIPMENT  
AND WORKING  
CONDITIONS):**

**Physical Elements:**

**- Occasional bending, kneeling and reaching, standing, sitting, or driving for long periods of time.**

**- Lifting up to 40 lbs.**

**Equipment Use:**

**-Telephone- Frequent**

**-Computer- frequent**

**Working conditions:**

**- Indoor office location and community based work including work in client homes, agencies and**

**other community based locations.**

**- Potential exposure to physically or verbally abusive clients.**

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APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:  
<https://agency.governmentjobs.com/rock/default.cfm>

Job #RC-0802874  
TREATMENT COURT PSYCHIATRIC TECHNICIAN  
AB

OUR OFFICE IS LOCATED AT:  
51 S.Main Street  
Janesville, WI 53545  
(608) 757-5523  
(608) 757-5520  
[humanresources@co.rock.wi.us](mailto:humanresources@co.rock.wi.us)

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