

MENTAL HEALTH COUNSELOR

FUNCTION OF THE JOB

Under supervision, to perform professional work involving the delivery of mental health services to individuals; and to perform other duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Receives referrals of clients in need of mental health services and monitors client's behavior in relation to treatment plan goals and client's needs.
2. Works closely with supervisor to develop and coordinate a case management plan to provide services to clients.
3. Maintains a caseload of individuals with personal and social behavior problems including severe mental illness.
4. Responds appropriately to mental health emergency situations and utilizes crisis intervention techniques and procedures.
5. Coordinates services with various agencies in order to ensure on-going assessment and follow-through of treatment plans.
6. Provides counseling and supportive therapy to clients individually and/or in a group setting.
7. Maintains appropriate documentation of all client contact, consultation with other professionals, and documents any changes on the treatment plan; intervenes when appropriate in response to changes.
8. Meets with other staff members to review treatment plans, obtain input, and monitor progress of cases.
9. Provides information to family regarding a client's diagnosis and treatment, and provides supportive counseling to family as needed.
10. Provides recommendations and testimony in court regarding clients' mental health status and submits appropriate documentation.
11. Establishes and maintains effective working relationships with clients and their families, service providers, professionals across disciplines, colleagues, and the general public.
12. Prepares and presents detailed oral and written reports.
13. Documents case assessment, treatment plans, and progress in the written record.
14. Provides case management services, coordinating services with various agencies in order to ensure on-going assessment and follow through of treatment plans.
15. Complies with state and federal program requirements.
16. Performs emergency government duties as assigned in event of Waukesha County Emergency Government declaration.
17. Performs other duties as required.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Working knowledge of mental health disorders and treatment methods.
2. Working knowledge of case management principles and methods.
3. Working knowledge of statewide and national resources, and Wisconsin Statutes Chapters 48, 51, 54 and 55.
4. Working knowledge of the principles, practices, methods, and techniques used in the treatment of mental health disorders.
5. Working knowledge of human services and health resources in the community.

QUALIFICATIONS

Essential Knowledge and Abilities (continued)

6. Working knowledge of group facilitation techniques, group dynamics, and family systems.
7. Ability to establish and maintain effective working relationships with clients and their families, service providers, professionals across disciplines, colleagues, and the general public.
8. Ability to effectively interact with sensitivity with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds, and persons of all ages and lifestyles.
9. Working knowledge of electronic health record, computerized department program software, internet access, database, spreadsheet, and word processing programs.
10. Working knowledge of confidentiality statutes and requirements, including the Health Insurance Portability and Accountability Act (HIPAA) of 1996.
11. Ability to utilize word processing, database, and spreadsheet programs.
12. Ability to communicate with clients who have mental health disorders.
13. Ability to provide treatment to clients with social and behavioral problems.
14. Ability to respond appropriately to mental health emergency situations and utilize crisis intervention techniques and procedures.
15. Ability to keep accurate records and make reports.
16. Ability to plan, organize, and prioritize work effectively.
17. Ability to communicate effectively, orally and in writing.
18. Ability to establish and maintain effective working relationships with clients and their families, service providers, professionals across disciplines, colleagues, and the general public.
19. Ability to effectively interact with sensitivity with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds, and persons of all ages and lifestyles.

Training and Experience

1. Bachelor's degree from a recognized college or university with a major in sociology, social work, psychology, or a closely-related field.

OR

2. Bachelor's degree from a recognized college or university with at least four (4) courses in sociology, social work, or psychology plus one (1) year of professional experience in the field of mental health.
3. Valid Driver's License.