

**MENOMINEE COUNTY/TOWN OF MENOMINEE
POSITION DESCRIPTION**

Position Title: Mental Health Technician/Service Specialists	Department: Human Services	Division/Section: Clinical/Behavioral Health Services
Classification: Full Time Non Exempt	Salary: \$25,043 - \$29,681	Supervisor: Clinical/Behavioral Health Manager
Supervision Exercised: None	Posting Date: Monday 5/20/19	Deadline Date to Apply: Friday 5/31/19
Position Summary: The responsibility of the Mental Health Tech is to provide support services to designated program participants. The position will utilize a community-based and collaborative, team approach in facilitating and offering services for children and families. Primary responsibility is to promote collaborative relationships between systems of care.		

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- As a Mental Health Technician –Service Specialist you will provide in-home contacts/support in accordance with service plans; assist case managers with medication monitoring and recreational/social groups for CSP clients; coordinate representative payee services and be main contact for these services; provide other on-going case management responsibilities maintaining flexible hours to ensure program delivery, including coordination or providing transportation according to established service plans.
- Ensure submission of required records, reports within time frames, and present reports verbally and/or written as requested. Utilize reporting systems from the State and internal systems.
- Develop and maintain extensive community resource and system knowledge.
- Participate and respond, as directed, to Emergency government exercises and training
- Participate in regular supervision to review and discuss assignments, concerns, performance and participate in internal meetings, staffing, and other assigned meetings, as directed.
- Participate in required and continuing advanced training as directed
- Respect, understand, maintain, and abide by all confidentiality laws, agency policy and procedures, manuals, administrative codes, and state/federal laws; utilize appropriate grievance procedures

MINIMUM QUALIFICATIONS:

- Associate Degree in Human Services or related field preferred. Experience or training in working with adults, children, youth, families with behavioral/developmental concerns and/or wraparound services will be considered in lieu of an Associate Degree.
- Possession of a valid Wisconsin Driver's license and access to an owned, insured vehicle and provide evidence of meeting such requirements on a continual basis; must have a clean driving record.
- Must possess and maintain a personal/home telephone.
- Availability to work unscheduled hours, including some evening hours, as workload dictates
- Proof of any education, training or experience will be requested.

NECESSARY KNOWLEDGE/SKILLS/ABILITIES:

- Comprehensive knowledge of the human service system
- Knowledge of how to access area resources
- Understanding of mental illness, drug dependence, developmental disability; care and treatment
- Utilize appropriate and sensitive discretion in dealing with sensitive materials, communications and situations
- Professional communication skills; skilled in written and oral communication and the ability to follow instructions
- Establish good working relationships with others and to work effectively and collaboratively with a divergent group of people and to successfully facilitate groups
- Utilization of Business English, spelling, grammar and general mathematical skills
- Drive in and out of County as needed to carry out responsibilities and to attend training/meetings
- Regular and reliable attendance is a necessary element of this job.

PHYSICAL DEMANDS: To perform and function in situations encountered in a normal office setting. No physical limitations that would impair mobility or restrict ability to lift; sit down/get up or bend/stoop; frequently climb flights of stairs; sit for a number of consecutive hours; concentrate on precise and critical information; operate/drive a car; requires manual dexterity sufficient to operate standard office equipment and drive in all kinds of weather.

No limitations that would impair or restrict ability to hear and understand communication or to communicate with others, to comprehend oral or written instructions, and to read manuals, forms, and other documentation.

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Mental Health Technician-Service Specialist

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No limitations that would impair or restrict ability to make visual observations, i.e. observe home conditions, client's health and safety, verbal/nonverbal cues, possible hostile/confrontive situations, discriminate different shades of color.

While performing the duties of this job, employee is may occasionally be exposed to wet and/or humid conditions, outside weather conditions and heat.

MENTAL DEMANDS: Must be able to analyze many variables and choose the most effective course of action at any given point in time. Must be able to resolve problems, and make effective decisions under pressure. Must relate and interact with people at all levels. Must be culturally sensitive.

Stressful factors include the on-going intensity of critical information, pressure of meeting deadlines, and provision of services in a sometimes unfavorable and difficult environment; a varied schedule, frequent travel, and travel in inclement weather.

PERSONAL CHARACTERISTICS: Appearance must be pleasing, poised, and well groomed; attitudes toward people should demonstrate warmth of personality, patience, respect, and sensitivity to feelings and ideas; a willingness to give and sustain help; be dependable, reliable, flexible, have integrity, insight, imagination, and creativity.

AUTHORITY:

This position description is an illustration of the duties and responsibilities of this position and is not intended to be all inclusive.

Management reserves the right to add or remove duties and to assign other duties as necessary.

This job description does not constitute a contract for employment.

Special Note:

A thorough background check will be conducted as part of the hiring process to determine whether the circumstances of any conviction or pending charge may be related to the job being filled. Confidentiality is mandatory in all aspects of the job. Candidate selected for hire will be subject to a drug test and employment will be contingent on the results of said test.

BENEFITS: To see a summary of Menominee County's benefits, visit Menominee County's website at www.co.menominee.wi.us and click on the "Career Opportunities" tab appearing in the left margin of the home page.

APPLICATION PROCESS:

A complete application includes:

- Menominee County Employment Application available in the Administrative Coordinator Assistant's Office or online at www.co.menominee.wi.us under the "Career Opportunities" tab appearing in the left margin of the home page);
- Current resume;
- Two professional letters of reference and one personal letter of reference;
- Copy of college transcripts (official "stamped" copies due prior to start date if offered the position);
- Copy of valid Wisconsin Driver's license.

Applications that are incomplete or do not include the information described above will be screened out and will not proceed to the interview stage.

Please submit all required information in person to the Administrative Coordinator Assistant's office at the Menominee County Courthouse located at W3269 Courthouse Lane in Keshena, Wisconsin. Alternatively, all of the required information can be mailed to:

Menominee County Courthouse
Attn: Human Resources
P.O. Box 279
Keshena, WI 54135

Please call 715-799-3024 if you have any questions or need assistance.

Menominee 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 encourage both prospective employees and incumbents to discuss potential accommodations with the employer.