

## POSITION DESCRIPTION

**Position Title:** Mental Health Technician  
**Budget Department:** Behavioral Health  
**Administratively Reports to:** Behavioral Health Administrator  
**Clinically Reports to:** Clinical Coordinator  
**Supervises:** None  
**FLSA Status:** Non-Exempt  
**Pay Grade Level:** 7  
**Benefits:** Eligible for all part-time status benefits  
**Other:** None

### SUMMARY OF POSITION

This position works collaboratively with mental health professionals to provide services to individuals diagnosed with an early serious mental illness or first episode psychosis. This position coordinates services to individuals who need ongoing services for individuals with mental illness and substance use disorder. The focus of this position is to assist in delivering services as identified in the developed treatment or individual service plan. The position will directly work with individuals in the community to help foster individual's independence and empower them by helping them develop skills and connect to necessary resources to address their mental health/AODA needs.

### EDUCATION AND EXPERIENCE

#### **Minimum Education Level Required:**

1. High School diploma.

Preference for:

1. Associate Degree in Human Service field or closely-related field.

#### **Minimum Experience Level Required:**

1. Two years of recent experience working with individuals with mental health and substance use diagnosis.

### CERTIFICATION/PROFESSIONAL LICENSURE

- 1.
- 2.

Preference for:

- 1.
- 2.
- 3.

**If minimum education, experience, certification or licensure is required by program statutes or funding sources, pertinent information must be attached.**

### OTHER REQUIREMENTS

1. Must possess a valid Wisconsin driver's license throughout the term of this position as travel is required.
2. Must have access to dependable personal vehicle.
3. Must have personal automobile insurance with minimum coverage limits of \$100,000/\$300,000
4. Must successfully complete a Caregiver Background Check per Wisconsin Administrative Code HFS 12.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Service delivery related to treatment goals identified in the crisis stabilization and individual recovery plan.
2. Coordinate ongoing delivery of services in the community.
3. Provide services that include training in communication, interpersonal skills, problem solving, decision making, self-regulation, conflict resolution, training in daily living skills related to personal care, household tasks, accessing and connecting to community resources and other specific needs identified in the service plan.

4. Coordinate linkage and follow-up services to client and family members to access mental health and substance use community resources.
5. Collaborate with client's case managers to identify the complex needs of each client.
6. Provide education, information resources and ongoing guidance about managing and coping with mental health and substance abuse issues.
7. Provide medication oversight by supporting a client taking his or her medication. Monitoring changes in client's symptoms and increasing the client's understandings of the benefits of medications.
8. Complete all associated paperwork in an accurate, effective and timely manner.
9. Function as a member of a recovery team for clients.

**POSITION SPECIFIC KNOWLEDGE & SKILLS**

1. Knowledge of mental health and AODA issues and services.
2. Knowledge of social, emotional and physical behavioral needs of clients
3. Knowledge of statutes, guidelines and policies related to the delivery of services through DHS 34, DHS 36 and DHS 51.

**CORE KNOWLEDGE AND SKILLS**

1. Ability to effectively communicate orally and in writing.
2. Ability to establish and maintain effective working relationships with clients, supervisor(s), peers, service providers and community partners in a way that supports the mission of the agency and the clients it serves.
3. Ability to comprehend and apply all applicable program standards set forth by Federal, State and agency requirements.
4. Computer literacy that allows for accurate and effective interaction and completion of reporting requirements.
5. Ability to abide by all policies and procedures of The Human Service Center including all documentation requirements and deadlines.
6. Ability to maintain the confidential nature of all consumer and business information per Federal and State regulations and agency policies and procedures.

**Environmental Conditions, Physical Demands and Tools & Equipment Used in this Position Attached**

**This position description is intended to describe the general content and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements as all of these may be subject to change at any time.**

**APPROVED:**

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Date

This job description has been discussed with me. I understand the responsibility of this position.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Original:

Reviewed/Revised:  
09/2020