

**ADAMS COUNTY
SUMMARY JOB DESCRIPTION**

Position: MHP - Designated Crisis Responder
Department: Integrated Health Care Services
Program: WISe
Annual Hours Worked: 2088

Position Number: 512
Salary: EE6
Class: Exempt

1.0 MAJOR FUNCTION AND PURPOSE

- 1.1 The single position allocated to this classification provides outpatient therapy treatment services to WISe enrolled youth with emotional and behavioral disorders.
- 1.2 This therapist will be a member of the WISe team in providing intensive wraparound services, in an individual and/or group setting, to youth and families enrolled in the WISe program.
- 1.3 Persons in this position function as a Mental Health Professional (MHP) and a County Designated Crisis Responder (DCR), providing the full range of mental health treatment to clients, including involuntary and emergency treatment.

2.0 SUPERVISION RECEIVED

- 2.1 Persons in this position are given some discretion, within the scope of policy and regulations, in the routine performance of their duties.
- 2.2 Supervision, general direction, and guidance are received from the Mental Health Clinical Director.

3.0 SUPERVISION EXERCISED

- 3.1 Persons in this position do not routinely supervise anyone.

4.0 SPECIFIC DUTIES AND RESPONSIBILITIES

- 4.1 Completes and maintains appropriate records which meet Washington Administrative Code (WAC), meet Revised Codes of Washington (RCW 71.05 & RCW 71.24), and in accordance with Federal Regulations (42 CFR, Part 2), other regional contracts, and all other applicable laws pertaining to confidentiality of client and staff information.
- 4.2 Complies with all County and department policies, procedures, WACs, or other regulatory bodies.
- 4.3 Participates in Child and Family Team meetings and works with team members in assisting youth and their families to reach their goals as identified on the Cross System Care Plan.
- 4.4 Provides evidence-based treatment services to identify WISe caseload, develops and implements goals and objectives identified on the WISe Cross Systems of Care Plan.
- 4.5 Assures treatment is commensurate with clinician's education and licensure\registration.
- 4.6 Meets competency level for services coding, billing requirements, and other direct services standards as established by the Agency.
- 4.7 Monitors the individual's risk to self, others, property, and grave disability.
- 4.8 Functions as DCR and provides involuntary and emergency treatment services including the monitoring and petitioning for Less Restrictive Alternatives (LRA's).
- 4.9 Provides screening and triage services by telephone and face-to-face.
- 4.10 Develops individualized safety plans and treatment recommendations to ensure client and community safety.
- 4.11 Provides support to other agency clinicians in the form of consultation and assistance with joint outreach.
- 4.12 Maintains strong working relationships with referring outside agencies, i.e., medical clinics, hospitals, convalescent centers, schools, and other county agencies as appropriate to ensure continuity of care for individuals served.

- 4.13 Creates individual treatment plans and Cross System of Care Plans reflecting the identified Child and Family Team (CFT) goals, timelines, and treatment outcomes, incorporating natural support and maintains the individual's maximum level of functioning.
- 4.14 Makes referrals to appropriate resources, when not provided by the Agency and are basic to the needs of the individual, and coordinate services between other agencies.
- 4.15 Provides therapeutic intake services and pre-enrollment assessments to individuals within and outside the facility as appropriate.
- 4.16 Provides crisis intervention: arranging for emergency medications (when prescribed); arranging for medical services; assuring food is provided; providing or arranging transportation to services, as needed; and assisting with arrangements for other services or resources as appropriate.
- 4.17 Documents accurately in client records within established Agency timelines.
- 4.18 Provides or obtains and includes in treatment plan appropriate specialist consults per Agency requirements.
- 4.19 Assurance services are provided that support the individual's rights and are compatible with the culture and primary language of the individual.
- 4.20 Willing to respond to the youth and family's crisis/emergent needs or coordinate with crisis services to meet the identified needs during the crisis episode.
- 4.21 Actively participates in training and other meetings, whether in or out of the office, as requested.

5.0 REQUIRED KNOWLEDGE AND ABILITIES

- 5.1 Ability of maintaining the quality of services to those service recipients receiving services under the Mental Health portion of the program.
- 5.2 Knowledge of Washington State's Civil Commitment Laws.
- 5.3 Demonstrated ability of individual and group counseling techniques.
- 5.4 Demonstrated knowledge of mental illness and the principles and practices of mental health and modern techniques for its treatment.
- 5.5 Knowledge of local and state regulations governing the provision of mental health services.
- 5.6 Knowledge of community resources.
- 5.7 Ability to manage a caseload of mental health clients.
- 5.8 Ability to effectively communicate complex and/or technical information to co-workers and others both orally and in writing. Duties require position to effectively convey technical information to non-technical audiences.
- 5.9 Ability to compile and analyze information prepared in an effective written form, including correspondence, reports, articles, or other documentation.
- 5.10 Ability to maintain a high level of confidentiality.
- 5.11 Ability to work independently, manage time, establish priorities, and communicate effectively and efficiently both orally and in writing. Must be able to maintain effective working relationships with all IHCS staff, other professionals, agencies, consumers, and members of the public.
- 5.12 Excellent computer skills to include, but not limited to: Outlook, Microsoft Word, and Excel, must be able to utilize communications and equipment necessary to perform required duties.
- 5.13 Ability to use a typewriter, computer terminal, T.D.D. machine, calculator, and other office equipment standard to areas of assignment and to adapt to new and/or modified equipment which may be acquired.
- 5.14 Physical ability to perform the functions of the job.
- 5.15 Ability to adhere to all County and Departmental policies and procedures.

6.0 MINIMUM QUALIFICATIONS

- 6.1 Masters Degree in Social Service (MSW) or.
- 6.2 Masters Degree in related field with two (2) years of clinical experience in mental health counseling.
- 6.3 At least two (2) years of related experience in the direct treatment of youth and families with emotional and behavioral disorders.
- 6.4 Washington State Agency Affiliated Counselor Credential or be able to obtain within sixty (60) days of hire.
- 6.5 Valid Washington State Driver's License.

6.6 Successfully pass a criminal background check.

7.0 DESIRABLE QUALIFICATIONS AND ABILITIES

7.1 Training and/or application in WISe practices and the Child and Adolescent Needs and Strengths Assessment (CANS).

7.2 Training in Evidenced Based Practices for youth and families.

7.3 Ability to read, write, speak, and understand the Spanish language.

7.4 Mental Health Specialist (See WAC and RCW) specific to children, geriatric, developmental disability, and ethnic minorities.

8.0 WORK ENVIRONMENT AND PHYSICAL DEMANDS

8.1 Work is normally performed indoors in an office environment with many interruptions; however, the work requires the position to provide twenty-four (24) hour crisis counseling which requires services to be delivered in the field.

8.2 The work schedule varies depending primarily on the needs of the program participants, activities that may be scheduled beyond the control of program participants, and training opportunities that may arise.

8.3 Overnight travel may be required in some circumstances.

8.4 The employee's work week consists of at least forty (40) hours per week and will often require more than forty (40) hours per week.

8.5 Requires flexibility of working all hours of the day and night, weekends, and holidays.

8.6 The schedule for this position will be set by the WISe Supervisor or designated manager and may be changed as the Agency/Department needs change.

8.7 This job requires the independent ability to transport safely throughout the county to provide client and/or agency services in outlying areas of the county.

8.8 A county vehicle may be available for use when conducting official business.

8.9 Employees may utilize their private vehicles in the performance of their duties and will be reimbursed for mileage.

8.10 Proof of personal auto insurance with acceptable liability amounts is required to utilize a personal vehicle for county business.

8.11 Acceptable liability amounts may be defined by Adams County or the appropriate risk pool.

This job description does not constitute an employment agreement between the employer and employee and is subject to change as the needs of the employer and requirements of the job change. The items included are examples of duties and accountabilities to illustrate the general range of tasks assigned to the position but are not intended to define the limits of required duties. Other essential duties may be assigned consistent with the general scope of the position.¹

¹Position description adopted on April 5, 2021, pursuant to Resolution No. R-021-2021. Position classified at Range EE6 on Adams County Exempt Employee Salary Schedule.