

**Pierce County
Position Description**

Name:	Department: Human Services
Date:	Pay Grade: J
Position Title: Mental Health Co-Responder/ Drug Tester	FLSA Status: Non-Exempt
Hours: Varies	Reports To: CBH Program Manager

Purpose of Position:

Under the direction of the Community Behavioral Health (CBH) Program Manager this position provides initial and ongoing risk assessments and serves as a resource person to at-risk children and adults and individuals with mental health or substance abuse related issues. This position will directly work with law enforcement and co-respond to potential mental health crisis calls. This position maintains a caseload of individuals involved with Emergency Mental Health Services (EMHS) or Targeted Case Management. This position provides assessment, treatment planning, case management, skills training, crisis assessment and stabilization, discharge planning and other services appropriate to the individual's needs. This position conducts random drug and alcohol testing with consumers involved in human services programming. This position coordinates and collaborates with the CBH Unit Program Manager, CBH Unit staff and other community providers.

Essential Duties and Responsibilities:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily and in a timely manner. The following duties are normal for this position; they are not to be construed as exclusive or all inclusive. Other duties may be required or assigned.

- Provide services required by, and in accordance with EMHS under WI DHS 34 and the Wisconsin Medicaid Provider's Manual. This service provision may include, but is not limited to: comprehensive assessments, treatment and crisis plans, case management, skills training, discharge planning, progress notes, and billing
- Serve as primary mental health co-responder with law enforcement
- Develop or assist in the development of crisis plans for individuals in crisis
- Conduct follow-up and linkage to services for individuals following a crisis
- Provide short-term case management
- Serve as the liaison with hospitals and conduct hospital discharge planning
- Coordinate and monitor necessary adjunctive services for individuals
- Track/monitor individuals under WI Statutes, Chapter 51 and 55 agreements/orders. Attend court hearings. Complete all related paperwork.
- Manage paper and electronic files in accordance with County/State/Federal standards, and maintain confidential client information.
- Conduct home visits, office visits, collateral contacts, and consultation with clients, client supports and other agencies to ensure provision of services.
- Conduct random drug and alcohol screening
- Attend CBH administrative meetings and CBH clinical staffings; attend law enforcement meetings as requested
- Maintain accurate, meaningful and current case records, reports, and other types of correspondence to ensure quality control for State/Federal reimbursement and compliance.
- Attend in-service training and staff development activities to maintain professional and program certifications.

- Attend meetings to represent the agency, as requested.
- Assist manager as resource to Human Services Board, Director, and/or community, as requested.
- Provide back-up to other CBH staff, as requested.

Minimum Qualifications:

Case Manager:

Bachelor's degree in psychology, sociology, criminal justice, or other human service program.

Social Worker:

Bachelor's degree in Social Work from an accredited university or college. Wisconsin Certified Social Worker. MN Social Work licensure will be considered.

Preferred Qualifications:

One (1) to two (2) years of experience working with children and/or adults with mental health and/or substance use challenges.

Knowledge, Skills, and Abilities:

Ability to understand, follow directions, and read and write reports. Interviewing, counseling, and communication skills. Knowledge of mental health, social work practices, and Federal and State laws and statutes (Chapter 51), policies, procedures, Wisconsin Administrative Code (Chapter 34, 63, 92, 94), rules and guidelines with regard to mental health case work. Demonstrated client communication, relationships, service delivery, and ethical practices. Ability to organize work and develop work procedures with minimum supervision; ability to establish and maintain effective working relationships with County officials, County administrators County employees, and general public; ability to prepare and maintain records. Must be dependable, tactful, and maintain confidentiality. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals. Must be able to read, write, and understand English.

Physical Requirements:

This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 50 pounds of force; work requires speaking and hearing, repetitive motions, frequently requires standing and reaching with hands and arms and occasionally requires sitting, walking, climbing stairs, balancing, stooping, kneeling, crouching, pushing, pulling and lifting. Work requires close vision, ability to adjust focus, color perception and peripheral vision, vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written computer data, operating machines and observing general surroundings and activities.

Special Requirements:

Environmental Ability:

Ability to work under generally safe and comfortable conditions where exposure to environmental factors poses little risk of injury.

Pierce County is an Equal Opportunity Employer. In compliance with the American Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's signature

Date

Supervisor's signature

Date

Personnel Department

Date