

Jefferson County
Position Description

Name:**Department:** Human Services**Division:** Behavioral Health**Position Title:** Mental Health Professional (Family
Centered Therapy) Supervisor**Pay Grade:** 11B**FLSA:** Exempt**Date:** January 2026**Reports To:** Comprehensive Community Services
Manager

Purpose of Position

The purpose of this position is to provide oversight, support, guidance, and day to day clinical supervision of CCS Family Centered Treatment Psychotherapists, as outlined by the evidenced-based Family Centered Treatment model. This position will carry a small case load.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Provides oversight, support, guidance, and day to day clinical supervision of CCS Family Centered Treatment Psychotherapists. Available and accessible for staffing consumers and their families to determine plans of action to decrease risk to self or others. Provides leadership and teaming for alternatives to ensure health and safety of consumers to avoid hospitalizations, out-of-home placement and respite care while taking into consideration fiscal responsibility.
- Trains and mentors new staff to the CCS program.
- Provides clinical direction and supervision, documents supervision time, and authorizes all CCS and Family Centered Treatment Services. Assures fidelity to evidence-based practices, and determines eligibility for services. Provides authorization of services which include: reviews and attests to the consumer's need for psychosocial rehabilitation services and medical and supportive activities to address the desired recovery goals; assures that a statement authorizing the services under the standards set forth is provided and filed in the consumer record; and instructs staff how to deliver prescribed services by example, instruction, and coaching.
- Oversees clinicians who perform psycho-social assessments, suicide and violence risk assessments, evaluates safety to self and others through clinical interview and develops safety plans with the consumer to meet their safety needs in order to reduce hospitalizations and provide services to the consumer in the least restrictive environment.
- May carry a small caseload to provide Family Centered Treatment to CCS consumers.
- Links consumer with resources in the community and other agency resources. Plans, implements and writes crisis plan that identifies crisis situation(s), identifies consumer resources and strengths and strategies and interventions that are helpful in the crisis. Identifies the strengths and needs of the consumer. Diagnoses the consumer using clinical interview and Diagnostic Statistical Manual criteria, for mental health and substance use, under the direction of the medical director.
- Oversees clinicians who perform individual, group, and/or family therapy for people with mental health and substance use diagnoses. Is competent in, able to deliver and supervise evidence-based therapies such as Family Centered Treatment, Motivational Interviewing, Dialectical Behavior Therapy, Cognitive Behavior Therapy, Trauma Informed Care, Trauma Focused

Cognitive Behavior Therapy, and any other relevant evidence based therapy. Attends both agency trainings and outside trainings.

- Provides service facilitation and case management. Refers consumers to community resources for medical, vocational, financial, educational, legal and other needs identified in the psychosocial assessment and during individual and group therapy. Has contact with consumer collaterals, with their informed consent, to gather information, educate, advocate and increase support for the consumers. Acts as an advocate for consumers for service providers regarding needs and other programs/resources.
- Maintains records and documentation using computer systems. Prepares accurate and timely documentation for each interaction with individual consumers, providers, and other collateral contacts as it pertains to medical necessity per Medicaid standards. Documentation includes but is not limited to outcome measurements, Family Centered Treatment and other evidenced-based fidelity documents, Comprehensive Assessments, Treatment Plans, Therapy Progress Notes, Crisis Plans per Emergency Mental Health Services, Chapter 51 and 55 (ability to complete legal paperwork for both mental health commitments and guardianships/protective services and placements which includes monitoring notes and extension paperwork).
- Develops treatment plans with the consumer that address the consumer's needs, identifies the consumer's strengths, their barriers to achieving treatment objectives/goals, treatment plan objectives/goals which are both behavioral and measurable, interventions and strategies matching consumer's stage of change and recovery while noting consumer's role in the course of treatment. Review treatment plan outcomes with the consumer, supervisor and medical director. Clinical reviews evaluate the outcomes of services provided through evaluation of goals met in individual counseling and pre/post testing in groups. Both treatment plans and clinical reviews are done in compliance with HFS 34, 35, 36, and HFS 75.
- Provides supervision and consultation. Consults with team members, Emergency Mental Health staff, supervisor, and/or medical director regarding emergency or complex issues, consumer progress in treatment, and questions regarding policy and procedure. Maintains knowledge of the applicable statutes, administrative codes, agency policies and procedures, administering substance abuse treatment per Wisconsin State Statutes Chapters 48, 51, 54, 55, 938 and Administrative Codes Department of Health Services (DHS) 12, 13, 34, 35, 36, 62, 75, 94). Knowledge of code of ethics and adherence to its standards including the following: knowledge about the code of ethics and code of conduct governing their practice and licensure/certification; request consultation regarding questions of ethics or conduct that arise in practice; conduct their professional duties within the ethical guidelines; and, demonstrate an awareness of his/her own belief systems, values, needs and limitations and the effect of these on his/her work.
- Provides and receives both formal and informal training in areas relevant to the scope and practice of the job (i.e. Lunch and Learns, Motivational Interviewing skills, Dialectical Behavior Therapy skills, Cognitive Behavior Therapy, Trauma Informed Care, Emergency Mental Health, and Comprehensive Community Services). Attend trainings relevant to field of practice to ensure continuing education requirements are met and that we are providing the best care possible.
- Participates in various committees to enhance scope of practice and to promote various aspects of work conducted at Human Services to increase awareness and promote unity in the community (i.e. Zero Suicide, Jefferson County Drug-Free Coalition, Opioid Prevention Coalition, Trauma Informed Care, and Recovery Month Committee). Identifies, develops, and assists in implementing internal procedural modifications to improve effectiveness of CCS services and the Family Centered Treatment model.

- Completes annual compliance training and adheres to Human Services compliance policies and procedures.
- Complies with County HIPAA Policies and Procedures, if applicable.
- Adheres to and promotes safety as a priority in the workplace.
- Performs other duties as assigned or that may develop.
- Demonstrates dependable attendance.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

None.

Minimum Training and Experience Required to Perform Essential Job Functions

Master's Degree in Social Work, Counseling and/or marriage and family therapy, and a minimum of three to five-years' related clinical experience.

- The FCT Supervisor will complete all relevant training and make consistent progress toward achieving the FCT Supervisor Certification from Family Centered Treatment Foundation (FCTF).
- In addition to online-based training and required readings, the certification process requires videotaped demonstration of competencies in supervising FCT Clinicians.
- Once certified, the FCT Supervisor will complete all activities necessary to maintain certification from FCTF including all recertification requirements every two years.

Preferred Training and Experience Required to Perform Essential Job Functions

Master's Degree in Social Work, Counseling and/or marriage and family therapy, and a minimum of five-years' related clinical experience.

- Knowledge or/experience with providing Family Centered Treatment, Dialectical Behavior Therapy, Cognitive Behavioral Therapy, Motivational Interviewing and Trauma Informed Care.

Other Requirements – Certificates/Licensures

Valid driver's license.

Licensed Clinical Social Worker (LCSW), Licensed Professional Counselor (LPC) and/or Licensed Marriage and Family Therapist (LMFT)

Trauma Informed Care trained, preferred.

Knowledge, Skills, Abilities

- Ability to embrace and nurture a person centered, trauma informed, recovery oriented framework and culture for service delivery.
- Ability to plan and organize work effectively.
- Ability to maintain accurate current records and prepare clear and concise reports.

- Ability to establish and maintain effective working relationships with agency staff, community members, families, and collateral agencies.
- Ability to make assessments and provide or refer for appropriate treatment.
- Ability to manage one's time and emotions in an environment of rapidly changing priorities.
- Ability and comfort in assessing risk and safety planning.
- Ability to reliably and predictably carry out one's duties.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to work effectively with individuals and families to assist them in solving physical, mental, and social problems, with members of the mental health team and other allied professionals.
- Ability to work with challenging situations where clients may be hostile or aggressive.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to utilize advisory and design data and information such as medical assistance manuals, Human Services policy and procedures, program guidelines, State statutes Chapter 51, 55, 880, personnel manuals, DARs, service contracts, financial reports, program summaries and reports, accounting methods, and educational curricula. Knowledge of Wisconsin State Statutes Chapters 48, 51, 54, 55, 938 and Administrative Codes Department of Health Services (DHS) 12, 13, 34, 35, 36, 62, 75, 94).
- Ability to communicate verbally and in writing with supervisors, clients, clients' families, subordinates, volunteers, Human Service Board members, other Human Service supervisors, Department clerical staff, contracted service providers, attorneys, Judges, general public, funding agency representatives and unit advisory committee members.
- Ability to counsel and treat clients and mediate disputes. Ability to persuade, convince, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations, Ability to provide advocacy for clients.
- Knowledge of various cultures and diverse populations and ways in which cultural values impact individuals, families, and the community.
- Knowledge of therapeutic and psychosocial interventions for persons with complex needs.
- Knowledge of the laws, regulations and practices pertaining to DHS 36
- Knowledge of psychotropic medications, their effect, side effects and abuse potential.
- Knowledge of assessment and treatment of persons whom have serious and persistent mental illness including co-occurring disorders.
- Knowledge of the principals and practices of psychotherapy. The knowledge of best practices and the ability to implement them.
- Knowledge of Personality Disorders and strategies for treatment.
- Knowledge of Dialectical Behavioral Therapy or ability to be trained.
- Knowledge of Family Centered Therapy and ability to be trained.
- Knowledge of accurate record-keeping and accounting and bookkeeping processes in accordance with regulatory mandates and economic practicality.

- Knowledge and ability to use Jefferson County proprietary software applications including but not limited to Human Services Programs, AS400, Human Services Emergency Mental Health Daily Log (Crisis Log), and Human Services Daily Activity Log.
- Skill using Cognitive Behavioral Therapy with clients individually or in a group setting.
- Skill in operating a personal computer, laptop, and other department office equipment using applicable department software, Microsoft products, web-based systems, and performing data entry.

Supervision

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Involves supervisory responsibility for one or more full-time individuals, involvement in the recruitment and selection process of employees, prepares and conducts employees' performance appraisal, disciplinary measures, and assists with the hiring and firing process. Additional responsibilities include supervising direct reports through coaching, interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is regularly required to sit; use hands to finger, grasp, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. Lifting, moving, pushing or pulling up to 10 pounds does not generally occur, but may occur when lifting boxes, books or paper. Specific vision abilities required by this job include close vision, color vision, depth perception and ability to adjust focus, distance vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is not regularly exposed to adverse conditions. The noise level in the work environment is usually moderate. The person may be exposed to physically or verbally abusive persons, high stress environments and if doing home visits unsanitary conditions.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, 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.

I have read and understand the duties of this job description and, by signing below; I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee

Date

Supervisor

Date

Human Resources

Date
