

**Jefferson County  
Position Description**

**Name:** \_\_\_\_\_ **Department:** Human Services  
**Division:** Behavioral Health

**Position Title:** School Psychotherapist **Pay Grade:** 9 **FLSA:** Non-exempt

**Date:** August 2023 **Reports To:** Outpatient Clinic Supervisor

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**Purpose of Position**

The purpose of this position is to provide Mental Health services and consultation services for Jefferson County School youth and staff.

**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.**

- Performs crisis risk assessments / suicide risk assessments and response plans, evaluates youth's safety to self and others through clinical interview, develops safety plans, develops crisis plans and facilitates short-term voluntary or involuntary hospital admissions.
- Provides comprehensive assessments, completes treatment plans and provides individual and group psychotherapy to youth in schools and in clinic.
- Provides consultation, psychoeducation, and resources for families, school staff and identified youth
- Provides in classroom instruction on DBT Steps A in various school districts, works in partnership with school staff to teach Steps A and provides staff instruction including day to day instruction as well as professional development
- Collects and analyzes DBT Steps A data
- Refers consumers to community resources for medical, vocational, financial, educational, legal, and other needs identified in the psychosocial assessment or during individual or group therapy.
- Assists with discharge planning for both voluntary and involuntary mental health hospitalizations, as well as assisting consumers without insurance to complete needed paperwork for Presumptive Medical Assistance.
- Maintains knowledge of the applicable statutes, administrative codes, agency policies and procedures, administering substance use treatment per DHS 75 and mental health treatment per DHS 34 and 35. Adheres to the code of ethics standards.
- Completes progress notes that meet MA guidelines and reviews for compliance and quality assurance. Develops treatment plans, completes treatment plan reviews and other paperwork as required per DHS 34, 35 and 75.
- Completes legal paperwork as needed for civil commitments, guardianship's, protective placements, or other legal proceedings for court. Completes accurate and timely documentation.
- Consults with medical director and supervisor regarding emergency or complex issues, consumer progress in treatment and questions of policy and procedure. Participates in clinical supervision with supervisor and medical director.

- Practices competent motivational interviewing techniques, if applicable.
- Supports and enhances a trauma-informed care environment.
- 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.
- Demonstrates dependable attendance.
- Performs other duties as assigned or as may develop.

### **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 or related field, 2 years' experience and Professional Licensure.

### **Preferred Training and Experience Required to Perform Essential Job Functions**

Master's Degree in Social Work or related field, 4 years' experience, and Professional Licensure. Training or experience in dialectical behavioral therapy and/or cognitive behavioral therapy preferred. Experience working with youth preferred.

### **Other Requirements – Certificates/Licensures**

Valid driver's license.

Licensed Professional Counselor or Licensed Clinical Social Worker.

Substance Abuse Counseling Certification preferred. Trauma

Informed Care training preferred.

### **Knowledge, Skills, Abilities**

- Ability to embrace and nurture a person centered, trauma informed, recoveryoriented 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 and school 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.
- 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.
- Extensive knowledge of therapeutic and psycho-social interventions for persons with complex needs.
- Knowledge of various cultures and diverse populations and ways in which cultural values impact individuals, families, and the community.
- Knowledge of the laws, regulations and practices pertaining to DHS 63.
- 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.
- Experience using Cognitive Behavioral Therapy with clients individually or in a group setting.
- Knowledge of Dialectical Behavioral Therapy or ability to be trained.
- Knowledge of accurate record-keeping and accounting and bookkeeping processes in accordance with regulatory mandates and economic practicality.
- 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**

None.

### **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, WI 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

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