

**Crawford County Health & Human Services Department  
Position Description**

<b>POSITION TITLE:</b> Social Worker IV-Therapist	<b>DEPARTMENT:</b> Crawford County Health & Human Services
<b>REPORTS TO:</b> Mental Health Supervisor, Crawford County Human Services Department	<b>PAY GRADE:</b> Social Worker IV
<b>DATE:</b> 2022	<b>HOURS PER WEEK:</b> 37.5

**PURPOSE OF POSITION**

The purpose of this position is to provide mental health services in a Community Mental Health Outpatient Clinic and work with the Program Director, Clinical Supervisor and Medical Director to facilitate the county's outpatient program to address treatment needs for individuals and their families with mental health and substance use issues.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

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.

- Manage a mental health and substance abuse therapy caseload: Perform clinical assessment, diagnosis, treatment planning, therapy sessions/contacts, case management activities, psychosocial rehabilitation services, treatment documentation, correspondence/referral, scheduling, court reports, client, family, community education, uphold professional and ethical responsibilities, and coordination with other staff and client's families.
- Comply with licensing regulations and clinical supervision requirements for AODA/MH clinical practice.
- Provide therapy in group settings as a primary or co-facilitator.
- Provide emergency assessments and crisis intervention and linkage.
- Perform On-Call duties during assigned rotation time, completing the required paperwork and documentation following a call.
- Provide office coverage at all times during service operation as required by agency needs
- Provide leadership and act as a resource in the community in the area of mental health education and prevention.
- Coordinate services with other agency departments and community organizations.
- Represent Crawford County Health & Human Services Department to the community at large through professional interaction, clinical consultation, public speaking, media presentations and participate in community advisory groups as requested.
- Comply with Federal and State laws, administrative rules, established agency procedures and accepted professional standards.
- Participates in on-going training and maintaining contemporary knowledge to ensure compliance with Federal and State regulations.
- Maintain the confidentiality of client information and protected health information as required by State and Federal regulations, including the Health Insurance Portability and Accountability (HIPAA) Act of 1996.
- Backup to assigned staff in event of an emergency detention situation.

- Complete and submit case work, logsheets, and expenses sheets in a timely manner.
- Other duties as assigned.

## **MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

### **I. Education, License, and Background Requirements**

- Master's Degree in Social Work or related field. Three thousand hours of supervised clinical Experience preferred.
  - Current State of Wisconsin License or Training Certificate for Licensed Clinical Social Worker, Licensed Marriage and Family Therapist or Licensed Professional Counselor required.
    - Upcoming graduates of a Master's Degree in Social Work or related field would be eligible to apply provided the candidate receives training certificate following graduation. Obtaining applicable training certificate would be required for continued employment.
- Substance Use Counselor Requirements:
  - Current State of Wisconsin Substance Abuse Counselor-In-Training Licensure obtaining/accruing 3,000 hours of experience to be Licensed as a Substance Abuse Counselor.
  - Current State of Wisconsin Substance Abuse Counselor Licensure.
  - Current State of Wisconsin Clinical Substance Abuse Counselor (CSAC) Licensure.
  - Current state of Wisconsin Licensure allowing one to provide SUD services: Licensed Professional Counselor (LPC), Licensed Marriage and Family Therapist (LMFT), or Licensed Clinical Social Worker (LCSW) that have the appropriate education and experience identified by the Wisconsin Department of Safety and Professional Services.
- In Training Candidate must successfully complete the required testing and obtain licensure within a reasonable amount after completing supervised hours requirement.
- Working knowledge of computers, computer programs, typing and data entry.
- Ability to pass a caregiver background check completed by Crawford County.
- Current valid driver's license and unlimited access to an insured reliable vehicle.

### **II. Knowledge, Skills and Abilities**

- Must be able to work in a multidisciplinary setting.
- Must be capable of working with a variety of ages and genders.
- Must be capable of working with a wide range of alcohol, drug abuse and associated problems.
- Must be capable of implementing a comprehensive AODA treatment program in an outpatient setting and be able to provide services to clients on specific alcohol/drug related topics including but not limited to the following areas:
  - Use/Abuse/Dependence
  - Progression of Addiction
  - Signs & Symptoms
  - Common Defense Mechanisms in Addiction
  - Co-dependence
  - Recovery & Relapse

## **PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

### **Language Ability and Interpersonal Communication**

- Ability to comprehend and interpret a variety of documents including client psychological assessments, medical diagnosis and medication recommendations, financial reports, letters and memos, State and Federal rules and regulations, manuals, professional journals and papers, job applications, insurance forms and budget sheets.

- Ability to prepare a variety of documents including client service plans and recommendations, program evaluations, client assessments and treatment plans and therapy notes.
- Ability to record and deliver information, explain procedures and instruct staff and clients.
- Ability to communicate effectively with clients, supervisor, physicians, other health professionals, law enforcement, the general public, hospital, clinic and school personnel and the department staff both in person and in writing.

#### **Mathematical Ability**

- Ability to add, subtract, multiply, divide, calculate decimals and fractions.
- Ability to compare, count, differentiate, measure and/or sort data and information.
- Ability to classify, compute, tabulate and categorize data.

#### **Judgment and Situational Reasoning**

- Ability to lead others and reinforce thinking to perform tasks.
- Ability to apply abstract thinking to perform tasks.
- Ability to work independently.
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- Ability to use independent judgment frequently in non-routine to occasionally highly unstable situations including decisions on implementing client service and treatment plans to encounters with potentially suicidal and violent clients.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to analyze data and information using established criteria, in order to define consequences and to consider and select alternatives.
- Ability to apply situational reasoning ability by exercising judgment in situations involving the evaluation of information against measurable criteria.
- Ability to use functional reasoning.

#### **Physical Requirements**

- Ability to operate a motor vehicle.

#### **Environmental Adaptability**

- Ability, to work under moderately safe and comfortable conditions.
- Ability to visit environments with a moderate risk for disease or physical harm.

**Crawford County is an Equal Opportunity Employer. In compliance with the Americans with 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.**

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**Employee's Signature**

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**Supervisor's Signature**

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**Date**

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**Date**