



Winnebago County
The Wave of the Future

JOB POSTING

POSITION TITLE: Psychotherapist – Clinical Team

LOCATION: Neenah DHS

HIRING RANGE: \$73,576 - \$81,752

STATUS: Full time

HOURS PER WEEK: 40

WORK HOURS: 8 am – 4:30 pm

APPLICATION DEADLINE: Recruitment will be ongoing

Current Winnebago County employees interested in applying for this position will need to complete the Winnebago County Application for [Internal Department Transfer Form](#). Other parties interested in applying for this position will need to complete the [Winnebago County Application for Employment](#).

WINNEBAGO COUNTY **POSITION DESCRIPTION** *June 2020*

POSITION TITLE: Psychotherapist – Clinical Team

DEPARTMENT: Human Services – Behavioral Health Services

PAY BASIS: Salaried

PURPOSE AND SUMMARY:

Evaluates, diagnoses, treats, and coordinates services for individuals, families, and groups having various degrees of emotional, behavioral, interpersonal, and severe mental health problems as a part of the total psychotherapy treatment team. Provides occasional consultative, educational, and informational service to the public as part of the Department's overall preventative mission.

ESSENTIAL FUNCTIONS:

1. Provides effective and efficient psychotherapy for individuals, families, and groups according to professionally accepted treatment protocols, using a variety of psychotherapeutic intervention strategies, including family systems.

2. Effectively manages assigned consumers to assure that other relevant service needs are identified and addressed, including making referrals to other units, agencies, or facilities when indicated and completing all required documentation and other record-keeping requirements in an efficient and timely manner so that consumer services are not delayed.
3. Ensures that pertinent case information is shared with supervisor and other relevant staff for purposes of risk management, quality improvement, and compliance with relevant Federal, State, and County mandates as they apply to the provision of services.

ADDITIONAL ESSENTIAL DUTIES:

1. Screens new referrals for clinic services and assist them in setting up services when indicated.
2. Conducts interviews with assigned individuals or families for evaluation and diagnostic purposes.
3. Obtains pertinent information from other community resources in developing individual and family treatment plans.
4. Thoroughly assesses individual and family strengths, needs, and safety/risk factors with sensitivity to their past traumatic experiences, and incorporate these into an appropriate treatment plan in partnership with the individual/family.
5. Consults with other therapists and members of the total treatment team for purposes of evaluation, treatment planning, case coordination, and case transfer to other team members.
6. Ensures that confidentiality regarding consumers and other office business is maintained at all times.
7. Documents services provided within the consumer's case records using formats spelled out in the clinic's policies and procedures.
8. Completes various forms required for insurance authorization, disability determination, program eligibility, service tracking, and other purposes.
9. Collaborates with other community professionals and agencies on consumer-specific service-related questions and concerns.
10. Gives presentations as requested to interested community groups and organizations on mental health related topics as part of department's effort to provide the community with education and information services.
11. Acquires continuing professional education to keep current on new theory and practice and to maintain relevant licensure.
12. Presents clinic in-services as requested on topics of interest and expertise that are relevant to the clinic's overall mission.
13. Participates in various clinic and department-wide meetings, such as case conferences, administrative meetings, and in-service training programs, and become a member of ad hoc committees or ongoing committees as requested and needed.
14. Addresses and resolves conflict and manages stress in a professional manner, including actively engaging in professional and personal activities which help mitigate the impact of secondary traumatic stress.
15. Knowledge or interest in Trauma Informed Care principles and practices, and a strong commitment to fostering a positive, healthy work culture.
16. Performs other related duties as may be assigned.

WORK RELATIONSHIPS:

1. Reports to the Clinical Supervisor.
2. Works with other psychotherapy team members, departmental staff, outside agencies, and members of the public.

REQUIRED EDUCATION, EXPERIENCE, TRAINING, AND CERTIFICATION:

1. Master's degree in social work, psychology, counseling, or a closely related human service field.
2. Qualified and licensed as a Wisconsin Licensed Clinical Social Worker, Professional Counselor, Psychologist, or Marriage and Family Therapist.
3. At least 3,000 hours of verified supervised clinical experience. If hired as a Qualified Therapist in Training, must pass full licensure exam within 3-years of date of hire.
4. Minimum of three years of supervised psychotherapy services.
5. Requires qualification under Wisconsin Caregivers Law, Wisconsin Act 27.
6. Prefer knowledge of a county's child welfare system and the impact the expectations of that system have on the delivery of therapy treatment services to like consumers of both child welfare and behavioral health systems.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to assess, provide differential diagnosis, and develop appropriate treatment plans for consumers of all ages having a variety of psychological, emotional, behavioral, interpersonal, and serious mental disorders.
2. Ability to provide psychotherapy using a variety of treatment modalities and treatment strategies for a variety of psychological, emotional, behavioral, interpersonal, and serious mental disorders.
3. Have a working knowledge of psychotropic medications and their use in the treatment of mental health disorders.
4. Ability to work comfortably with and manage risk for consumers having various high-risk conditions, such as suicidal thoughts, violent impulses, sexual perversions, uncontrolled substance dependencies, etc.
5. Ability to work closely with a variety of professionals from various disciplines as part of a total treatment team.
6. Ability to accept and utilize supervision and direction while working within an agency team structure.
7. Ability to communicate effectively and professionally both verbally and in writing.
8. Ability to multi-task within a fast-paced and sometimes hectic clinic setting.
9. Ability to effectively plan and organize one's work so that required timelines are met.
10. Ability to address and resolve conflict and manage stress in a professional manner, including by actively engaging in professional and personal activities which help mitigate the impact of secondary traumatic stress.
11. Possession of good documentation skills regarding consumer records, including the possession of basic computer skills and the ability to utilize computer programs to document and track service activity.
12. Work hour flexibility is required based on case needs and may include up to two evenings per week.

PHYSICAL REQUIREMENTS:

1. Ability to perform most work from a sedentary position.
2. Ability to function in situations encountered in a normal office setting.
3. Ability to use standard office equipment including telephone, computer, printer, photocopier, and scanner.
4. Ability to freely move in the community including access to a vehicle.