

**WAUSHARA COUNTY
POSITION DESCRIPTION**

TITLE: Mentor-Mental Health Tech

DEPARTMENT: Human Services

DATE: January, 2012

FUNCTION: This position will focus primarily on assisting individuals and their families to learn new skills and more fully realize their potential. Services will be provided primarily in the client's home, other community settings or in the office. Primary duties involve mentoring (both children and adults as well as their family members), on-going case management and record keeping. Staff will adhere to Federal, State, and Waushara County standards of ethics for all these activities.

MAJOR RESPONSIBILITIES:

1. Provide mentoring services to children with Severe Emotional Disturbances and case-aide services to adults with Severe and Persistent Mental Illness or Substance Abuse. Establish short and long term goals. Plan and participate in community activities as a mentor and mental health technician. Demonstrate a positive role model through engagement in supportive, recreational and educational activities as assigned. Work both separately and with a variety of team combinations to help develop plans for meeting the needs of clients and their families. Complete documentation and procedures so as to maximize billing for service provision.
2. Assist the Psychotherapists and Case Managers by responding to requests for services to be performed with children, adults and families to improve functioning at home, school and community.
3. Provide client education including facilitation of programs or groups, ordering materials and preparing education presentations.
4. Provide on-going case management activities directed toward maintaining coordination of effort with other agencies to develop and meet client goals.
5. Provide reporting and record-keeping functions in a timely and accurate fashion. Document activities performed, professional competence demonstrated, and reasonable actions taken. Create a record that other professionals might use and protect the interest of the client, the mentor, the agency, and the county. Satisfy requirements of insurers and applicable licensing authorities.
6. Provide referral activities involving the provision of information to help clients benefit from the expertise of other professionals in the treatment system.
7. Participate in team, unit and department meetings.
8. Perform any other duties as assigned by the Clinical Services Manager, the CSP/CCS Coordinator, the Deputy Director or the Director.

WORKING ELEMENTS:

A. Education, Training & Experience

1. A High School Diploma or its equivalent is required.
2. A minimum of two years related work experience is required.
3. Training in youth services or positive youth development is desirable, as is training in services to persistently mentally ill adults.

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B. Knowledge, Ability & Skills

1. Knowledge of the behaviors and dynamics of child development.
2. Knowledge of systems of support for adults.
3. Knowledge of the Human Services system.
4. A combination of empathy, personal authenticity and the ability to establish rapport, flexibility and assertiveness.
5. Close and effective coordination with supervisors, psychotherapists, case managers, social workers and other agencies. Also requires the ability to work effectively with others in a team format, both within the agency and in combination with other community entities.
6. The ability to communicate effectively in both a written and verbal manner. The ability to organize and prioritize time and activities to meet the needs of the workload.
7. The ability to work autonomously within the direction and guidelines established by professional staff.

C. Responsibility and Authority

1. Reports directly to the Clinical Services Manager, but also responsible for responding to the needs of the treatment plans as developed by the CSP/CCS Coordinator, psychotherapists, case managers and social workers.
2. Adherence to: client confidentiality, program requirements, agency work rules, county policy and procedures, and state and federal laws regarding records of assigned clientele.
3. A current driving license, safe-driving record, dependable vehicle and certification of automobile insurance is required.

D. Working Conditions

1. Will involve approximately 25% evening (after 4:30 PM) and weekend hours. A flexible work schedule is essential.
2. Will involve considerable driving including the transportation of juveniles and adults.
3. Will involve travel to client homes or other locations and working with clients who are in crisis, incarcerated, irrational, or not in control of their emotions. Such individuals may be potentially assaultive and may represent a danger to self and others. Will require coordination with law enforcement and other community resources.
4. Office work will require basic computer skills.
5. Maintain regular and predictable attendance.
6. Promote, get along, and work in a harmonious relationship with others including but not limited to outside agencies and county departments.
7. Be able to perform duties, follow policy and procedures independent of direct supervision.