



Winnebago County  
*The Wave of the Future*

## **JOB POSTING**

**POSITION TITLE:** Mental Health Crisis Specialist Co-Responder

**LOCATION:** Oshkosh Police Department

**HIRING RANGE:** \$63,101 – 70, 113/Yr.

**STATUS:** Full time

**HOURS PER WEEK:** 40

**WORK HOURS:** 10 am – 6 pm

**APPLICATION DEADLINE:** June 11, 2025

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](#).

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## **WINNEBAGO COUNTY POSITION DESCRIPTION** *January 2022*

**POSITION TITLE:** Mental Health Crisis Specialist Co-Responder

**DEPARTMENT:** Human Services – Behavioral Health Services

**PAY BASIS:** Salaried

### **PURPOSE AND SUMMARY:**

Acting as part of a co-responder team with a law enforcement agency, paired with a law enforcement officer, provides assessment and brief counseling to individuals in the community who are experiencing a mental health emergency. The purpose is to determine the best intervention for these individuals. Treatment outcomes may be hospital admission or services in the community to provide support.

### **ESSENTIAL FUNCTIONS:**

1. Assesses individuals accessing law enforcement services who are seeking or would benefit from intervention services and community resources. Provides support as needed. Links individuals with appropriate community partners and services.
2. Conducts individual assessments and evaluations for those in crisis or at risk of being in a crisis situation. Determines appropriate disposition and if necessary authorizes facility admission as needed for mental health or substance abuse reasons, particularly those with no insurance and those who may need an emergency detention or protective custody hold. All individuals should be evaluated for diversion from an inpatient setting when appropriate. Assessments and evaluations can occur in the office, community, local emergency rooms, or in the county jail.
3. Initiates Chapter 51 actions when necessary, including screening individuals, assisting petitioners in preparing affidavits, and submitting petitions to court through corporation counsel's office.

#### **ADDITIONAL ESSENTIAL DUTIES:**

1. Screens individuals requesting services through the Behavioral Health Division and assists clients in obtaining appropriate services. These services could include linking the individual to a clinic therapist or psychiatrist, or referring to a private provider or other appropriate community resource. Gathers collateral information where appropriate.
2. Assists in admissions to and discharges from crisis stabilization beds.
3. Provides transportation for individuals to and from treatment facilities when necessary.
4. Responds to referrals for assistance from law enforcement or other emergency services or self-referrals who identifies as being in crisis.
5. Response may be brief telephone counseling or face to face contact.
6. Establishes a safety plan in collaboration with law enforcement and other Department of Human Services staff to address safety concerns.
7. Maintains accurate detailed records of contacts and distributes them to the appropriate staff to ensure continuity of care.
8. When necessary, functions as an interim case manager for new clients while their overall service and treatment plan is being developed.
9. 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.
10. Knowledge of or interest in Trauma Informed Care principles and practices, and a strong commitment to fostering a positive, healthy work culture.
11. Performs other related duties as may be assigned.

#### **WORK RELATIONSHIPS:**

1. Reports to Crisis Center Supervisor.
2. Works closely with law enforcement, hospital emergency room staff, community service providers and department staff.

#### **REQUIRED EDUCATION, EXPERIENCE, TRAINING, AND CERTIFICATION:**

1. Bachelor's degree or higher from an accredited institution of higher learning, preferably in Human Services or a related field.

2. A minimum of two years' work experience performing mental health services preferred.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Working knowledge of crisis intervention counseling techniques and practices.
2. Knowledge of community resources.
3. Ability to apply these types of knowledge to a variety of Mental Health, Substance Abuse, Adult Protective Services, Juvenile Justice, and Child Protective Services work situations.
4. Ability to evaluate client situations and implement appropriate hospital diversion plans.
5. Working knowledge and understanding of Trauma Informed Care preferred.
6. Ability to effectively address and resolve conflict and to manage stress in a professional manner.
7. Knowledge of Wisconsin Statutes Chapters 48, 51, 54, 55, and 938.
8. Ability to work independently but call on supervisor for consultation when necessary and appropriate.
9. Ability to effectively plan and organize work.
10. Ability to establish and maintain effective working relationships with agency staff and community resources.
11. Possess effective oral and written communication skills.
12. Knowledge of computer applications including Microsoft Office applications and ability to learn and use electronic health record software.

**PHYSICAL REQUIREMENTS:**

1. Ability to move freely throughout the community.
2. Ability to remain sitting or standing for long period of times.
3. Ability to use standard office equipment including telephone, computer, printer, photocopier, and scanner.
4. Ability to travel to other county departments and locations.