



Winnebago County  
*The Wave of the Future*

## **JOB POSTING**

**POSITION TITLE:** Mental Health Technician

**LOCATION:** Winnebago County Crisis Center

**HIRING RANGE:** \$20.61 – 22.90/Hr.

**STATUS:** Part time

**HOURS PER WEEK:** 20

**WORK HOURS:** Varies – rotating evenings, weekends, and holidays:  
3PM-8PM or 4PM-8PM

**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](#).*

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## **WINNEBAGO COUNTY POSITION DESCRIPTION** *September 2017*

**POSITION TITLE:** Mental Health Technician

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

**PAY BASIS:** Hourly

### **PURPOSE AND SUMMARY:**

Provides a wide range of support services to adult clients with severe and persistent mental illness involved in one of the behavioral health treatment teams.

### **ESSENTIAL FUNCTIONS:**

1. Assists consumers with activities of daily living services in community based settings. Assists the consumer to gain or utilize skills required to: carry out personal hygiene and grooming tasks; perform household activities of cleaning, grocery shopping, and laundry; develop or improve money management skills; and use available transportation.

Provides individualized support, problem solving, training, and supervision. These services may be provided to clients serviced by the CSP, CCS, Oshkosh Case Management Team, Therapy Team, Crisis or AODA.

2. Delivers pre-packaged medications to consumers during weekday and weekend hours. Monitors and reports any changes or side effects as a result of taking medications to the lead worker or CSP/CCS Supervisor.
3. Provides social and recreational skill training and modeling to consumers to improve their communication skills and facilitate appropriate interpersonal behavior.

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

1. Provides direct transportation services for consumers (such as to and from medical appointments) and back-up transportation assistance as needed and directed by Clinical staff.
2. Provides assistance with activities in a variety of community settings to enhance the individual adjustment of consumers to the community, including social, vocational and therapeutic groups.
3. Collaborates with clinical staff to organize, communicate and develop individual consumer treatment plans.
4. Provides work related support services for the consumers such as assisting with grooming, appropriate clothing, wake-up calls and crisis assistance if needed.
5. Works occasional other shifts than those usually assigned, if needed.
6. Treats consumers with respect and courtesy.
7. Knowledge and/or interest in Trauma Informed Care principles and practices, and a strong commitment to fostering a positive, healthy work culture.
8. Performs other related duties as may be assigned.

#### **WORK RELATIONSHIPS:**

1. Reports to CSP/CCS Supervisor.
2. Works with all case management teams, crisis and therapy team within behavioral health.

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

1. Possess High School diploma or GED.
2. Experience working with mentally ill persons in a community setting or experience providing in-home services to persons with disabilities is preferred.
3. Ability to move freely in the community (such as through possession of a valid Wisconsin Driver's License) including access to a vehicle required.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Ability to work varying shifts including weekends, nights and holidays.
2. Ability to establish and maintain effective working relationships with consumers and co-workers. And ensure consumers are treated with dignity and respect.
3. Ensures that consumer confidentiality is maintained at all times.

4. Ensure that paperwork and other record-keeping requirements are completed efficiently and in a timely manner so that consumer services are not delayed.
5. Possess good communication and written skills.
6. Possess basic computer/keyboard skills.
7. Working knowledge and understanding of Trauma Informed Care preferred.
8. Ability to effectively address and resolve conflict and to manage stress in a professional manner.

**PHYSICAL REQUIREMENTS:**

1. Ability to access second floors in private homes.
2. Ability to function in situations encountered in a normal office setting.
3. Ability to perform most work from a sedentary position, sit for extended periods of time, frequently stand and walk.
4. Ability to use standard office equipment including telephone, computer, printer, photocopier, and scanner.
5. Ability to travel to other County departments and locations.