



## Lafayette County Human Services

15701 County Road K, Suite 3

Darlington, WI 53530

Phone: 608-776-4800

Fax: 608-776-4890/608-776-4914

**Job Title:** Outpatient Clinician  
**Hours:** Regular Full-Time/40 hours per week; Monday-Friday  
**Pay Range:** \$29.09 - 30.75 per hour, based on experience; plus longevity, if applicable  
**Department:** Human Services  
**Reports to:** Behavioral Health Unit Manager  
**FLSA:** Non-Exempt  
**Position Purpose:** The purpose of the position is to serve individuals and groups to promote optimum behavioral health. Participation in an inter-disciplinary team providing clinic-based services for children, adults, and elderly with a broad range of behavioral health needs, including, but not limited to: mental illness, severe emotional disturbance (children/adolescent), and serious and persistent/chronic mental illness.

### Duties and Responsibilities:

- Implement and maintain the Lafayette County Human Services Outpatient Clinic program's philosophy, principles, and procedures in all facets of performance. And participate in various programs/projects of the agency, including but not limited to CCS, CSP, and walk-in consultation.
- Assess and provide therapy, counseling, intervention, and/or education to clients in a professional manner.
- Refer clients to other support services as needed, such as higher level of service, medical evaluation and treatment, social services, and employment services.
- Provide clinically appropriate treatment based on mental health assessment and treatment plans.
- Complete timely and accurate documentation that meets LCHSD and DQA audit requirements/standards.
- Fully participate in staff development opportunities offered to enhance professional growth, especially to maintain license, certification, or identified program performance skills.
- Participate in staff meetings, planned supervision, and case consultation meetings, both individual and group.
- Maintain confidentiality of client-related information and maintain respectful treatment of clients.
- Act in an ethical and educated manner in order to best serve the clientele and department. Use critical thinking to search for answers with an open mind and use information to best serve the present situation. Provide services and conduct self in a manner consistent with a professional Code of Ethics (e.g., NASW or ACA).
- Use effective communication. Communicate in clear, concise, and professional manner both in writing and verbally.

- Complete documentation. Document findings, progress, and other information about clientele thoroughly, accurately and timely.
- Provide advocacy and leadership for individuals and families. Advocate for our clientele so they are able to obtain appropriate services to meet their need(s); and lead to positive change that helps them live empowered lives.
- Use problem solving techniques to assist clientele in finding solutions.
- Provide assessments. Interview, assess, and evaluate individuals and families who present themselves for treatment or rehabilitation.
- Provide intervention in emergent situations. Provide crisis assessment and intervention in psychological emergencies.
- Provide clinical coordination and direct consultation of the provision of family-based services to the Family Services Unit and others as appropriate.
- Provide community education, outreach, aftercare, follow-up, and community liaison where appropriate.
- Perform other duties as assigned by Agency Director and Unit Manager.

#### **Qualifications:**

- Requires a Master's degree in social work, counseling, psychology, a behavioral science or a related field or a Master's degree in a field other than behavioral sciences with previous, relevant work experience is required.
- Ideal candidate would have a Wisconsin licensure (LCSW, LMFT, LPC). If not, must be licensed as an Professional Counselor in Training, APSW, and/or meet the DHS Administrative 35 Code.

#### **Other requirements:**

- Ability to work flexible hours, including some evening work. Participation in Emergency 24 hour on-call.
- Must possess a valid driver's license.
- Comply with County and Agency policies.
- Adhere to approved professional counselor or social worker principles, methods, and practices, including the American Counseling Association (ACA) or National Association of Social Worker's (NASW) code of ethics.
- Attend staff, unit meetings and supervisory conferences.
- Attend and be involved in workshops, conferences, and in-service training.

#### **Working conditions:**

This job operates primarily in a professional office environment. This role routinely uses standard office equipment such as computers, phones, copy machines, filing cabinets, fax machines and printers. Interaction and service provision may also occur in the community and in private residences.

- Ability, in regard to environmental factors such as temperature variations, noise, disease, and/or dust, to work under moderately safe and comfortable conditions.
- Ability to visit environments with a moderate risk for disease or physical harm.

## **Physical requirements:**

### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Requires functional vision and hearing.
- Requires ability to sit for long periods of time.
- Requires manual finger dexterity and eye-hand coordination.
- Must be able to function in an office setting with background noise and distractions.
- Requires clear verbal communication.
- Ability to operate a variety of office equipment including personal computer, telephones, etc.
- Ability to operate a motor vehicle.

### **Mental Demands:**

- Must be mentally adaptable and flexible in dealing with a variety of people to create a positive work environment; may be called upon to handle difficult situations.
- Must be able to deal with a variety of emotions and frustrations; emotional stability and maturity are important attributes in this position.
- Must be able to resolve problems, handle conflicts, and make effective decisions under pressure.
- Must be able to gain new skills and knowledge necessary for performance of essential job functions.
- Must be able to give, receive, and analyze information.
- Must be able to effectively communicate, providing verbal feedback and written documentation in a professional manner.

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

- Ability to apply principles of information technology and care management organization procedures to perform task.
- Ability to use functional reasoning development in performing activities within systems involving diversified work required significant exercise in judgment.
- Ability to use independent judgments in routine to occasionally unstable or risky situations.

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

- Ability to interpret and comprehend a variety of documents including state policy manuals, local manuals, memos and letters, service provider contracts, state contract requirements.
- Ability to create and maintain a variety of documents including reports, brochures, and handbooks.
- Ability to effectively communicate with consumers and their families/guardians, service providers, professional and clerical staff, and government personnel.

### **Mathematical Ability**

- Ability to add, subtract, multiply and divide, calculate decimals and percentages.
- Ability to work with mathematical concepts such as probability and statistical inference.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Lafayette County is Equal Opportunity Employers. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.