**Mental Health Technician**



***Human Service Department***

Oneida County is accepting applications to fill a full time Mental Health Technician position with the Oneida County Human Services Department. Oneida County Human Services is a Trauma Informed Agency that empowers, educates and supports agency staff to provide services in a caring, compassionate and safe environment. Work involves determination of client needs, provisions of appropriate services, and referral of clients to other resources and programs as needed.

**JOB DUTIES:** This position works collaboratively with mental health professionals to provide services to individuals diagnosed with chronic and persistent mental illness. This position provides and coordinates services to individuals who need ongoing services with mental illness and substance use disorder. The focus of this position is to assist in delivering services as identified in the developed treatment and/or individual recovery plan. The position will collaborate directly with individuals in the community to help foster individual’s independence and empower them by helping them develop skills and connect to necessary resources to address their mental health/AODA needs.

**EDUCATION AND QUALIFICATIONS:** Qualified individuals must have a high school degree or equivalent and two years of recent experience working with individuals with mental health and substance use diagnosis; Associates Degree in Human Service field or closely related field is preferred but not required. The ideal candidate will have knowledge of mental health and AODA issues and services, have knowledge of statutes, guidelines and policies related to the delivery of services through DHS 34, DHS 63 and DHS 51, and understand the social, emotional, and physical behavioral needs of clients.

**WAGES AND BENEFITS:** Starting wage for this position is $22.96 to $26.24 per hour plus benefits including affordable health, dental and vision insurance, Wisconsin Retirement System (WRS) participation and a PTO (Paid Time Off) package with the ability to carry unused PTO into future years.

**WORK HOURS AND SCHEDULE:** Position works 40 hours per week, flexible scheduling is available based on client need after orientation and training is completed.

**HOW TO APPLY:** Complete job description and *required* Oneida County application can be obtained at [www.oneidacountywi.gov](http://www.oneidacountywi.gov). Completed application and resume can be mailed to Oneida County LRES, P.O. Box 400, Rhinelander, WI 54501 or emailed to [KLPAYNE@oneidacountywi.gov](mailto:KLPAYNE@oneidacountywi.gov).

**Deadline to apply is Monday, October 20, 2025 at 10:00 a.m.**

*Oneida County is an Equal Opportunity Employer*

**Oneida County**

**Job Description**

**Job Title:** Mental Health Technician

**Class Title:** Mental Health Technician

**Department:** Human Service

**Reports To:** Mental Health Technician

**FLSA Status:** Non-Exempt

**Prepared By:** Mary Rideout, Human Service Director

**Prepared Date:** December 2024

**Approved By:** Lisa Charbarneau, Employee Services Director

**Approved Date:** December 2024

**Reviewed Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SUMMARY** This position works collaboratively with mental health professionals to provide services to individuals diagnosed with chronic and persistent mental illness. This position provides and coordinates services to individuals who need ongoing services for individuals with mental illness and substance use disorder. The focus of this position is to assist in delivering services as identified in the developed treatment and/or individual recovery plan. The position will directly work with individuals in the community to help foster individual’s independence and empower them by helping them develop skills and connect to necessary resources to address their mental health/substance use disorder (SUD) needs.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned. Service delivery related to treatment goals identified in the individual recovery plan. Provide and coordinate ongoing delivery of services in the community. Provide services that include training in communication, interpersonal skills, problem solving, decision making, self-regulation, conflict resolution, training in daily living skills related to personal care, household tasks, accessing and connecting to community resources and other specific needs identified in the service plan. Collaborate with client’s case managers to identify the complex needs of each client. Provide education, information resources and ongoing guidance about managing and coping with mental health and substance abuse issues. Provide medication oversight by supporting a client taking his or her medication. Monitoring changes in client’s symptoms and increasing the client’s understandings of the benefits of medications. Complete all associated paperwork in an accurate, effective and timely manner. Function as a member of a recovery team for clients.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of mental health and SUD issues and services.

Knowledge of social, emotional, and physical behavioral needs of clients

Knowledge of statutes, guidelines and policies related to the delivery of services through DHS 34, DHS 63 and DHS 51.

**EDUCATION and/or EXPERIENCE**

Minimum Education Level Required:

1. High School diploma.

Preference for: Associate Degree in Human Service field or closely-related field.

A mental health technician shall be a paraprofessional who is employed on the basis of personal aptitude.

**LANGUAGE SKILLS**

Excellent verbal and written communication skills.

**MATHEMATICAL SKILLS**

Good mathematical skills.

**REASONING ABILITY**

Ability to effectively communicate orally and in writing.

Ability to establish and maintain effective working relationships with clients, supervisor(s), peers, service providers and community partners in a way that supports the mission of the agency and the clients it serves.

Ability to comprehend and apply all applicable program standards set forth by Federal, State and agency requirements.

Computer literacy that allows for accurate and effective interaction and completion of reporting requirements.

Ability to abide by all policies and procedures of The Human Service Center including all documentation requirements and deadlines.

Ability to maintain the confidential nature of all consumer and business information per Federal and State regulations and agency policies and procedures.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Certification or eligible for certification in Wisconsin as a Social Worker preferred.

Must possess a valid Wisconsin driver’s license and personal automobile insurance throughout the term of this position as travel is required.

Must successfully complete a Caregiver Background Check per Wisconsin Administrative Code DHS 12.

**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.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.