



**County of Saint Joseph, Indiana**  
**Department of Human Resources**  
**227 West Jefferson Boulevard**  
**South Bend, IN 46601**  
**Phone: 574-235-9547 Fax: 574-245-6602**

## **Position: Mental Health Technician**

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**Opening Date: Monday, August 22, 2016**

**Salary: Negotiable, depending on qualifications**

**Closing Date: Until filled**

**Job Type: Full Time Salary Non Exempt**

**Department: DuComb Center**

**Location: 4161 Lathrop Street**

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**Description:** Incumbent develops, implements and maintains individual therapy programs for clients in immediate need of crisis intervention.

This position is full-time, non-exempt, and is covered under the Saint Joseph County Employee Policy Manual.

**Hours: Flexible**

**Shift Times: 8 – 4 PM; at least 1 late night**

**(occasional extended working hours on mornings, evenings, weekends, and holidays)**

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### **Essential Functions:**

- Develops implements and maintains an individual therapy program for clients in need of immediate crisis intervention.
- Discusses with clients, the necessity and nature of treatment, helps clients understand emotional or behavioral problems and recommends a variety of programming methods to address client's problems.
- Interprets mental health assessment tools and reviews with client.
- Writes forensic reports based on information from the clinical interview and assessment tools administered. Writes reports regarding clients and maintains required documentation as required by law following confidentiality procedures.
- Obtains and evaluates psychological, social, medical and family histories by interviewing clients and reviewing records.
- Diagnoses and evaluates the mental disorders of clients by identifying emotional and behavioral issues using information from tests, interviews, records, reference materials, observation of client's behavior in groups or other contexts and recommends programs of treatment.
- Performs clinical interview for purpose of mental health evaluation.
- Develops and aids in the implementation of individual client treatment plans, specifying type, frequency, intensity and duration.
- Collaborates with case management to determine appropriateness / need of mental health evaluation, treatment recommendations and approaches to working with clients.
- Refers clients to other professionals, institutions, or support services as necessary. Collaborates with mental health agencies in the community regarding specific cases.
- Obtains a written release of confidential information to outside parties from clients when appropriate.
- Completes forensic reports with the supervising Health Service Provider Psychologist (HSPP).
- Consults with other staff members regarding mental health assessments, testing interpretation and recommendations for treatment.
- Facilitate groups of clients to address behavioral changes. Obtain certification in Dialectical Behavioral Treatment (DBT) and treatment that are dually diagnosed.

**Qualifications:**

- Master's Degree in Psychology or Social Work and one year experience in Mental Health Evaluations and Substance Abuse Treatment; or equivalent work experience
- State of Indiana Licensed Mental Health Counselor in good standing
- Mental health counseling skills, techniques and DSM-5 diagnosis ability
- Interpret mental health assessment inventories, intelligence assessments
- Strong written and verbal communication skills including the ability to write reports
- Strong computer skills including the ability to use Microsoft Office and other job related software
- Ability to facilitate group sessions for dually diagnosed client with the DBT curriculum and/or other cognitive programming
- Possession of a valid Indiana driver's license and demonstrated safe driving record.

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Equal Opportunity Employer