

**POSITION DESCRIPTION**  
**Region 4 South Mental Health Consortium**

**SECTION I: GENERAL INFORMATION**

<b>Position Title:</b> Crisis Team Mental Health Practitioner <b>Department:</b> Crisis <b>Immediate Supervisor's Position Title:</b> Crisis Program Manager <b>FLSA Status:</b> Non-Exempt
<b>Job Summary:</b> This position under the guidance of the crisis program manager will help be primary responsible to respond out to mobile crisis response calls to complete crisis assessments, intervention and stabilization. This position will assist in digitizing documentation, providing assistance in the billing and reporting process. This employee is expected to function with considerable independence when completing crisis team duties.

**SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES**

1) Provide direct face to face responses to consumers for crisis assessment, intervention and stabilization.
2) Digitize paper copies of crisis response call documentation into electronic medical records software.
3) Assist in completing documentation and consumer entry for DHS MHIS reporting requirements.
4) Assist with basic office support duties such as filing, program supply organization and answering office phone as needed.
5) Assist in insurance verification process for billing.
6) Attend Region 4 South events when requested such as Conversations meetings, and community booth marketing events.
7) Ensure local ER's and community locations have Region 4 South crisis packet material available for practitioners.
<b>*The above duties are normal for this position. They are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned as needed by the supervisor.</b>

**SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS**

<b>EDUCATION/KNOWLEDGE REQUIREMENT:</b> Minimum education required to perform adequately in position could reasonably be attained only by completing the following:	
<b>REQUIRED EDUCATION</b>	<b>DEGREE INFORMATION:</b> (Type of degree: )

<b>TRAINING (choose one)</b>	Mental Health Practitioner
<input type="checkbox"/> Less than high school diploma <input type="checkbox"/> 1 year college <input checked="" type="checkbox"/> 2 year college <input type="checkbox"/> 3 year college <input type="checkbox"/> 4 year college <input type="checkbox"/> 1st year graduate level <input type="checkbox"/> 2nd year graduate level	<p><b>Major field of study or degree emphasis:</b> Psychology, Social Work, Sociology or related field</p> <p><b>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</b></p> <p>*Minimum Standard: Qualifies as a Adult Mental Health Practitioner under the Adult Mental Health Act (M.S. 245.462 Subd. 17)</p> <p>*Working knowledge of email, word processing, spreadsheets required.</p> <p>*Must have a valid drivers license &amp; vehicle for daily use on the job.</p> <p>*Must pass required background checks and credentialing process of local Hospitals.</p> <p>*Must be able to work various shifts, including nights/weekends.</p> <p>*Working cell phone</p>

**Required Work Experience in Addition to Formal Education/Training:**  
A minimum of 2000 hours working with adults diagnosed with serious and persistent mental illness.

<b>LICENSE/CERTIFICATION:</b> NA	<b>Identify licenses/certifications required:</b> NA
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<b>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</b>	1) The ability to perform well within a cross-functional team environment.
	2) The ability to communicate orally and in writing with a variety of individuals and agencies with priorities, training, skills, and abilities.
	3) The ability to multitask and be flexible with a changing daily schedule.
	4) The ability to identify problems and potential problems and the ability to craft an appropriate response.
	5) The ability to develop and maintain professional courteous relationships with staff, other agencies, and community partners.
	6) Personal responsibility to ensure availability to dispatch calls.
	7) A working knowledge of the mental health needs and resources available in the local community system of care.

	8) Ability to build rapport with individuals taking into account any cultural components and creating a safe space for consumers served.
	9) Comprehensive understanding of mental health and ability to observe and document clinically.

RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS		
<b>Titles of Positions Directly Supervised: NA</b>	<b># of Employees: NA</b>	
Crisis Response Team Members	0	
	<b>Total</b>	NA
	0	
INDIRECT SUPERVISION: NA		
<b>Number of employees indirectly supervised: NA</b>	<b>Total</b>	NA

<b>HAZARDOUS WORKING CONDITIONS:</b> The essential duties of the work are performed under various physical hazards or environmental conditions noted.	<b>Unusual or hazardous working conditions related to performance of duties:</b>  *Subject to confrontive / combative and / or emotionally upset people.
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PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		x		
Walk		x		
Sit		x		
Use hands dexterously (feel)		x		
Reach with hands and arms		x		
Climb or balance	x			
Stoop/kneel/crouch or crawl		x		
Talk or hear				x
Taste or smell	x			

Physical Lift & carry) up to 10 lbs		x		
up to 25 lbs	x			
up to 50 lbs	x			
up to 75 lbs	x			
up to 100 lbs	x			
more than 100 pounds	x			

**PHYSICAL JOB REQUIREMENTS:** Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

**SECTION IV: CLASSIFICATION HISTORY AND APPROVAL**

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

\_\_\_\_\_  
Department Head's Signature

\_\_\_\_\_  
Date

Classification History: \_\_\_\_\_

Date Board Adopted: \_\_\_\_\_