

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

**SECTION I: GENERAL INFORMATION**

**Position Title:** Adult Mental Health Practitioner -Assertive Community Treatment (ACT)

**Department:** ACT Team

**Immediate Supervisor's Position Title:** ACT Team Leader

**FLSA Status:** Non-exempt

**Job Summary:** Under the general supervision of the ACT Team Leader and the Clinical Supervision of a Mental Health Professional, the Mental Health Practitioner will provide direct community based ACT services to individuals located within Region 4 whom have been diagnosed with serious and persistent mental illness.

**SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES**

- 1) Provide ACT Services to assigned group of consumers as written in the individual treatment plan. Practitioners will instruct, assist, and support consumers in developing basic living and social skill areas that are essential for independent living including: interpersonal communications; community resource utilization and integration; relapse prevention; budgeting; healthy lifestyle skills and practices; transportation; medication monitoring; symptom management; employment related skills and transitioning to community living.
- 2) Provide case coordination and case management for an assigned group of consumers. This includes assisting the recipient to gain access to needed medical, social, educational, vocational, housing, financial and other necessary services as they relate to the consumers mental health needs through assuring the coordination of services along with monitoring and evaluating the delivery of services.
- 3) Developing, writing, implementing, evaluating and revising overall treatment plans and assessments in collaboration with the consumer, their families as appropriate and the ACT Treatment Team.
- 4) Providing ongoing assessment of consumers' mental health symptoms as well as their response to treatment provided. Will be responsible for adapting treatment plans as needed to ensure immediate and appropriate interventions are provided in response to changes in mental status or behavior which put consumers at risk.
- 5) Provide Community Intervention services to alleviate or reduce a consumer's barriers to community integration or independent living and to minimize the risk of hospitalization or placement in a more restrictive setting.
- 6) Act as liaison and consult with families and community agencies to maintain coordination of the consumer's treatment process.

7) Actively incorporate evidence based practices including Illness Management and Recovery (IMR) and Integrated Dual Diagnosis Treatment (IDDT) into service delivery strategies.
8) Participate as appropriate in daily staff organizational meetings and treatment planning meetings.
9) Participation in On-Call Rotation for phone support to ACT consumers during non-business hours including evenings, weekends and holidays.
10) Participate in a staff- rotation of evenings and weekends of providing ACT services to consumers as assigned by ACT Team Leader.
11) Maintain knowledge of ACT program requirements and guidelines.
12) Collect and input consumer data required by DHS to ensure appropriate program report compliance.
<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: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:</b>	
<b>REQUIRED EDUCATION TRAINING (choose one)</b>	<b>DEGREE INFORMATION: (Type of degree: )</b>
	<b>Major field of study or degree emphasis:</b>
	<b>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</b> *Minimum Standard: Qualifies as a Adult Mental Health Practitioner under the Adult Mental Health Act (M.S. 245.462 Subd. 17) *Must have a valid drivers license & vehicle for daily use on the job. *Must pass required background checks and credentialing process of Region's County Hospitals. *Must be able to work various shifts, including an on call rotation of nights / weekends.
Less than high school diploma	
1 year college	
x 2 year college	
3 year college	
4 year college	
1st year graduate level	
2nd year graduate level	
<b>Required Work Experience in Addition to Formal Education/Training:</b>	
A minimum of 2000 hours working with adults diagnosed with serious and persistent mental illness for 4 year degrees degree's and 6000 hours for 2 year degrees.	

<b>LICENSE/CERTIFICATION: NA</b>	<b>Identify licenses/certifications required:</b> NA
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<b>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</b>	1) A comprehensive knowledge of Illness Management and Recovery, Integrated Dual Diagnosis (MI/CD), substance abuse and Mental Health symptoms and disorders.
	2) The ability to observe, recognize, and describe crisis situations.
	3) The ability to collect information & de-escalate tense situations.
	4) Ability to be responsible for developing, writing, implementing, evaluating and revising overall treatment goals and plans in collaboration with the assigned consumer and treatment team.
	5) Ability to provide direct clinical services to consumers on an individual, group, and family basis in the office and community settings, along with teaching behavioral symptom management techniques to alleviate and manage symptoms.
	6) Excellent verbal / written communication skills and the ability to work as a Team member.
	7) Basic computer skills and phone skills.
	8) Professional level ability to write case notes and document information.
	9) Knowledge of area community resources and the ability to work effectively with various professional disciplines; i.e. social services, medical, law enforcement, etc.
	10) Extreme personal responsibility to ensure the Practitioner is available and ready to respond to emergencies or crisis situations both during shifts and while on-call.
	11) Advocacy skills for consumer rights and preferences.
	12) Ability to multi-task and be comfortable with a flexible changing daily schedule.
	13) Must have a strong commitment to the rights and abilities of individuals with a SPMI, including maintaining confidentiality.

<b>RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS</b>	
<b>Titles of Positions Directly Supervised: NA</b>	<b># of Employees: NA</b>
<b>Total</b>	<b>NA</b>
<b>INDIRECT SUPERVISION: NA</b>	

Number of employees indirectly supervised: NA

Total NA

**HAZARDOUS WORKING CONDITIONS:** The essential duties of the work are performed under various physical hazards or environmental conditions noted.

**Unusual or hazardous working conditions related to performance of duties:**

\*Subject to confrontive / combative and / or emotionally upset people.

**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: \_\_\_\_\_



