



**LAC COURTE OREILLES
COMMUNITY HEALTH CENTER**
13380 W Trepania Road • Hayward, Wisconsin 54843-2186

Telephone: 715-638-5100
Administration Fax: 715-634-6107
Medical Records Fax: 715-634-2740

Position Description

Position: Mental Health Therapist

Location: Lac Courte Oreilles Community Health Center

Hours: Monday – Friday 8:00am-4:30pm

Salary Range: Negotiable

Posting Date: June 18, 2025

Closing Date: Open until filled

Description of Position:

The Mental Health Therapist is responsible for assessing, diagnosing, and treating individuals experiencing emotional, psychological, and behavioral issues. The therapist works with clients to identify and understand their concerns, provides therapeutic interventions, and supports clients in developing skills for managing their mental health challenges.

Qualifications:

- Licensed LPC, APSW, or LICSW to deliver Mental Health Therapy is required in the state of WI.
- Dual Certification in Mental Health and AODA is preferred, or qualified treatment trainee according to DHS 35.
- 2-5 years of clinical experience providing mental health therapy or counseling services in a clinical or community setting. Experience with specific populations (e.g., children, adolescents, adults, couples) is a plus.
- Ability to be a contributing member of an integrated AODA/Mental Health and Health Care team. Knowledge and experience with dual diagnosed clients and family/community systems of care very helpful.
- Proficiency in therapeutic techniques such as CBT, DBT, and mindfulness-based approaches.

- Strong communication and interpersonal skills.
- Ability to handle difficult situations with compassion, professionalism, and confidentiality.
- Crisis intervention and de-escalation techniques.
- Strong organizational skills and attention to detail.
- Empathy, patience, and a nonjudgmental approach to working with clients.
- Cultural competence and the ability to work with diverse populations.
- Collaborative and team-oriented approach.
- Flexibility in adapting therapy to meet the unique needs of each client.
- Strong communications and computer skills.
- Ability to make treatment plans and carry them out.
- Valid WI Driver's License.
- Valid Vehicle Insurance.
- Must be able to pass pre-employment and random drug testing.
- Ability to maintain confidentiality practice in accordance with DHS 92 and 51 and observe all requirements of the Federal Privacy Act and HIPAA regulations.
- Must meet all state of WI DHS 75.50 requirements regarding completion of paperwork and documentation.

Major Duties and Responsibilities:

1. Conduct comprehensive assessments to evaluate clients' mental health, including their emotional, psychological, and behavioral needs. Develop a diagnosis based on DSM-5 criteria or other relevant frameworks.
2. Provide individual, group, or family therapy based on clients' needs. Utilize evidence-based therapeutic approaches such as Cognitive Behavioral Therapy (CBT), Dialectical Behavior Therapy (DBT), Psychodynamic Therapy, Solution-Focused Therapy, etc.
3. Develop personalized treatment plans in collaboration with clients, outlining therapeutic goals and measurable outcomes. Adjust treatment plans as necessary to reflect client progress or changes in needs.
4. Provide crisis intervention when necessary, including the development of safety plans and referrals to emergency services or psychiatric care when indicated.
5. Track clients' progress throughout the therapeutic process and adjust interventions as needed to meet treatment goals.
6. Maintain strict confidentiality regarding clients' personal and mental health information, adhering to professional ethics and legal guidelines, HIPAA.
7. Work with other healthcare professionals. Provide referrals to additional services as appropriate (e.g., medication management, social services, support groups).
8. Maintain accurate and timely documentation of client interactions, treatment plans, progress notes, and any other required records. Comply with all regulatory and organizational standards for documentation.
9. Educate clients and their families about mental health, coping strategies, stress management, and self-care techniques to promote well-being.

10. Stay current with developments in the field of mental health, attending training, workshops, or conferences as required.
11. Maintain current progress notes, treatment plans, and treatment plan reviews in the Electronic Health System for third party billing and program quality assurance.
12. Pre-authorizing for billing purposes for reimbursement.
13. Provide team and individual consultation to other service providers and to the community.
14. Participate in Health Center accreditation teams and quality improvement process teams as assigned.
15. Submit monthly report as requested by the Behavioral Health Director.
16. Responsible for reporting Adverse Incidents.

Supervision and Guidance:

The Mental Health Therapist will work under the direct supervision of the Behavioral Health Administrator with oversight by the Health Director.

***Applicants for employment with the Health Center must submit with the completed application form additional documents including the following:**

Letter of Interest

Resume

Credentials

Proof of any Stated Qualifications

Three (3) Current Letters of Recommendation

Academic transcripts

Application Information:

Applications may be obtained from and submitted to:

Lac Courte Oreilles Community Health Center
Human Resources
13380W Trepania Road
Hayward, Wisconsin 54843
715-638-5132
715-634-6107 FAX
sklecan@lcohc.com

The Lac Courte Oreilles Community Health Center is an equal opportunity employer. Native American Preference will be given to candidates of equal or comparable qualifications.