

STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION

TREATMENT SPECIALIST  
CLASSIFICATION SERIES

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Adm. Code, for making classification decisions relative to present and future professional positions primarily located within, but not limited to, the Department of Corrections, the Department of Health Services, and the Department of Military Affairs. Positions allocated to this series serve as staff specialists or coordinators of either: (1) a specialized, clinical treatment program on a specific treatment unit within an institution; (2) therapeutic, non-clinical programs which span the entire facility; or (3) a clinical treatment program which may include multiple clinical units or span the entire institution. Positions allocated to this series may also (1) provide professional level treatment-related services (i.e., research, program evaluation, program development) for community-based clients in an outpatient unit of a mental health institute, (2) provide non-clinical/non-therapeutic guidance and counseling services to “at risk” youth within the Challenge Academy at the Department of Military Affairs. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future. Rather, it is designed to serve as a framework for classification decision-making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

The positions in this classification series are professional social service positions which provide development, coordination, implementation and monitoring of specialized treatment, rehabilitation, or intervention programs within a facility operated by the state to meet the needs of residents ranging from developmentally disabled, mentally ill, juvenile offenders, adult offenders, at risk youth. Other positions provide institution wide services in a limited treatment program area such as alcohol and other drug abuse counseling or in treatment-related areas such as admissions or placement services, after-care planning, etc. Positions provide consultative services to institution staff regarding the needs of the clients involved. Additionally, some positions provide a variety of guidance and counseling services. Positions allocated to this

classification must meet the definition of professional employee, as defined in s. 111.81 (15), Wis. Stats.

C. Exclusions

Excluded from this classification series are the following types of positions:

1. Positions that meet the statutory definition of supervisor or management as defined in Wis. Stats. 111.81(19) and (13) as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions which do not meet the statutory definition of professional employee as defined in s. 111.81 (15), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.
3. Positions that are, for a majority of the time, engaged in providing professional consultation related to the provision/delivery of social services programs in the community, and are more appropriately classified as Social Services Specialist.
4. Positions that are, for a majority of the time, engaged in providing a range of case management and direct social work services as defined in Chapter 457, Wis. Stats., to clients within an institution and are more appropriately classified as Social Worker or Social Worker - Corrections.
5. Positions that are, for a majority of the time, engaged in the implementation of substance abuse treatment plans developed by professional staff within an institution and are more appropriately classified as Substance Abuse Counselor.
6. Positions that are, for a majority of time, engaged in the development, coordination and implementation of professional level rehabilitation services to patients in the Program for Assertive Community Treatment (PACT) of Mendota Mental Health Institute and are more appropriately classified as a Rehabilitation Case Manager.
7. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into and Progression Through This Series

Employees enter positions at both levels within this classification series by competition.

## II. DEFINITIONS

### TREATMENT SPECIALIST CLASSIFICATION SERIES

Positions in this classification series are responsible for researching, planning, developing, implementing, monitoring, evaluating and coordinating specialized clinical treatment programs or non-clinical treatment related programs for assigned clients. Positions are responsible for providing specialized consultation or treatment-related services to clients, formulating case plans, monitoring progress, developing and referring clients to appropriate resources within or outside of the institution; serving as the primary resource/contact person between assigned clients, institution staff or academy staff, and volunteer and community-based organizations; providing input into policy and procedure development relative to the

program responsibility area; providing training to institution, academy or community staff and may serve as a member of an inter-disciplinary treatment team and/or other assigned committee(s); and providing guidance, counseling, and referral services. Positions exercise a great deal of latitude in judgement and decision-making based on the specialized knowledge and skills required to perform assigned duties and responsibilities and are recognized by the institution staff as the expert in the specialized area.

### **TREATMENT SPECIALIST 1**

Positions at this level perform the duties described in the definition statement and serve as staff specialists and coordinators of either: (1) a specialized, clinical treatment program which provides multiple services (i.e. social work, psychology) on a specific treatment unit or to a defined, specialized population within an institution; (2) therapeutic, non-clinical programs which span the entire facility (i.e. admissions/discharges, substance abuse counseling); or (3) non-therapeutic, non-clinical programs which provide a broad range of guidance and counseling services (i.e. career planning, job placement, independent living, alcohol and other drug abuse, crisis and anger management, etc.) to a defined population within a facility, or to an entire population within a program.

#### **Representative Positions:**

##### **Department of Corrections:**

Division of Adult Institutions, Taycheedah Correctional Institution: Reports to the Institution Social Services Director and is responsible for the development, implementation, evaluation and coordination of all chemical dependency programming, also implements case plans upon approval, provides treatment and guidance in line with accepted modules, and develops and refers female inmates to appropriate community resources.

Division of Adult Institutions, Wisconsin Correctional Center System, St. Croix Correctional Center: Reports to the Corrections Center Superintendent and coordinates, develops, and evaluates all treatment programming including adult basic education, substance abuse and cognitive behavior programming for inmates in the Challenge Incarceration Program. Consults with and serves as liaison to field staff, other institutions and other centers to facilitate appropriate referrals for inmates with special needs.

##### **Department of Military Affairs:**

Challenge Academy: Positions provide guidance and counseling services to cadets in areas such as sexual responsibility, alcohol and drug abuse (AODA), career planning, job placement, independent living, and crisis and anger management. Positions provide consultation and training to Academy staff. Duties include providing character development lessons in a group setting, incorporating those concepts in counseling individuals who exhibit problems in adjustment and growth in areas of social, emotional, educational, and vocational and health planning. Positions maintain contact with cadets and assist in preparation for future success; confer with cadets about problems and questions they may have relating to work activities, rules, regulations, or personal reports, forms and records. Employees occupying these positions consult with other staff members to determine appropriate action to take in specific situations.

### **TREATMENT SPECIALIST 2**

Positions at this level perform the duties described in the definition statement for a clinical treatment/rehabilitation program which: (1) involves the coordination of multiple clinical services and covers multiple treatment units or (2) spans the entire institution. Positions at this level provide

consultation to institution management in multiple specialized areas and function as the institution liaison to the community for the specialized areas.

### **Representative Positions**

#### **Department of Health Services:**

Winnebago Mental Health Institute: Under the general supervision of the Director of Substance Abuse Services, this position provides development, coordination, implementation and monitoring of specialized clinical treatment programs which meet the needs of patients who suffer with co-existing problems of mental illness and substance abuse. This position functions as part of the primary treatment team and participates in the assessment process, assists in formulation of the individualized treatment plan, implements Alcohol and Other Drugs Abuse (AODA) portions of the plans, contributes to patient and program evaluation, monitors progress, provides input into policy and procedure development relative to the program responsibility area, provides training to institution staff on dual disordered issues, and provides recommendations to the multidisciplinary team during patient discharge planning. This position provides substance abuse assessment and treatment throughout the institute, provides consultation to institution management in the areas of AODA assessment and AODA treatment, and serves as the institution liaison to the community in this area.

Wisconsin Resource Center: Under the general supervision of the Secure Program Units' Institution Unit Supervisor and the Clinical Director, this position formulates and implements individual and group behavioral interventions for mentally ill inmates held on the Secure Programming Units at WRC. This position conducts assessments of mental health status and directly intervenes in urgent or behavioral crisis situations; and provides consultation to treatment teams on all units sending inmates to the Secure Program Units. This position also is the liaison to the Admissions Unit psychologists and provides consultation on the mental and behavioral status of inmates being tracked by the Admissions Unit to monitor treatment and programming needs. This position participates in Psychology Department activities such as, department meetings, quality assurance, and professional development conferences and committees.

Wisconsin Resource Center: Under the supervision of the AODA Clinical Coordinator and the Clinical Director, this position provides development, coordination, implementation, and monitoring of specialized clinical treatment programs which meet the needs of inmates who suffer with co-existing problems of mental illness and substance abuse. This position functions as part of the primary treatment team and participates in the assessment process, assists in formulation of the individualized treatment plan, implements AODA portions of the plans, contributes to inmate and program evaluation, monitors progress, provides input into program development, provides training to Center staff on dual disordered issues, and provides recommendations to the multidisciplinary team during inmate discharge planning, including acting as a liaison between the Center and community agencies. This position provides substance abuse assessment and treatment throughout the institution. This position participates in interdisciplinary assigned committees.

### **III. QUALIFICATIONS**

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

**IV. ADMINISTRATIVE INFORMATION**

This classification series was created effective October, 1994, and announced in Bulletin MRS/SC-28. This classification series was modified effective October 3, 2004, and announced in Bulletin OSER-0052-MRS-SC as a result of collapsing the Community Treatment Specialist classification into the Treatment Specialist. The Community Treatment Specialist classification was abolished effective with the modification of the Treatment Specialist to include the positions formerly classified as Community Treatment Specialists.

The classification series was modified effective September 6, 2015 and announced in Bulletin DPM-0407-CC/SC to update the language and representative positions.

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