

**POSITION DESCRIPTION****CLINICIAN II/ CLINICIAN III**

Louisa County  
Center for Rural Services  
Region Ten Community Services Board

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CLASSIFICATION TITLE: Clinician II/ Clinician III, Mental Health & Substance Abuse

**GENERAL STATEMENT OF RESPONSIBILITIES:**

This is a FLSA non-exempt position where the incumbent works as part of the Louisa County team. In this capacity, he/she provides outpatient assessment and ongoing mental health and substance abuse counseling services to adults and adolescents; treatment modalities to include individual, couple, family and group counseling and the use of acupuncture. The incumbent is expected to develop and present substance abuse education and treatment curriculum for clients referred for a 10-week treatment program by James River ASAP and to accurately complete required reports. Additionally, the incumbent provides evaluation for adolescents as referred by the schools and courts. Other responsibilities may include developing and running groups such as Seeking Safety and Dialectical Behavior Therapy.

The incumbent reports to the Director III, Louisa County, and performs duties by proceeding alone under standard practices and referring questionable situations to the supervisor. In carrying out position duties, he/she performs in accordance with applicable professional ethics and established Region Ten policies.

The HIPAA access level for this position is Level Two

The essential functions of this job are starred below (\*) under "Major duties."

**MAJOR DUTIES:**

1. \*Provides mental health and substance abuse counseling and education to individuals and groups.
2. \*Develops and presents ASAP program and required reports.
3. \*Provides linking to crisis/emergency services for clients, may assist with pre-admission screenings for Boxwood, New Hope, Mohr Center or similar facilities.
4. \*Maintains accurate, complete and current medical charts.
5. Serves as agency liaison to community groups, AA, etc., as time permits.
6. Receives supervision as scheduled by the Director, Louisa County.
7. Attends and participates in administrative and clinical meetings.
8. Performs other position related duties as assigned by the Director, Louisa County.
9. Provides Anger Management Services and classes for adults and adolescents.
10. Take intake calls, triages SA consumers needs
11. Collects and document client fee payments and follows agency payment policy, guidelines using clinical judgment, may suspend SA services (but not crisis) based on failure to make planned payments.

**QUALIFICATIONS:**

Master's degree required. Licensed (LPC, LCSW), be registered with the Department of Health Professionals and actively seeking licensure, or must register with the Department of Health Professionals within 6 months of hire.

In order to ensure the safe and efficient fulfillment of the travel duty a valid Virginia Driver's license plus an acceptable driving record as issued by the Division of Motor Vehicles are required. For use of a personal car to conduct business a certificate of valid personal automobile insurance must be provided. A master's level degree in a human service field is preferred. In addition, the incumbent must possess the following knowledge, skills and abilities:

Knowledge of: signs and symptoms of mental illness and substance abuse; disease concept of alcoholism; recovery and relapse maintenance through a 12-step program (AA, NA, Alanon); principles and theories of psychodynamic techniques; interviewing techniques; crisis intervention; developmental psychology; local services; case management; Region Ten services; record keeping.

Skills in: evaluation/assessment, formulation of appropriate treatment plan and interventions for ADAS and MH clients, crisis intervention; teaching substance abuse education materials; engaging difficult or resistant clients; organization; providing initial therapeutic consultation; case management; providing psychotherapy; chart writing; diagnosis--needs assessment; working with adolescents; acupuncture.

Abilities to: effectively communicate with a wide variety of clients with a wide range of presenting problems; deal effectively and matter-of-factly with resistant clients; develop good working relationships with referral sources, other agencies, hospital staff, clients' families; problem solve; respond flexibly to a rural population with limited access to resources; accept supervision and seek it out; case manage; formulate diagnosis and develop treatment plan; develop collegial working relationships with school personnel.

**CLINICIAN, SUBSTANCE ABUSE (LOUISA)**  
**Center for Rural Services - Region Ten Community Services Division**  
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**CLINICAL PROVIDER PERFORMANCE EVALUATION STANDARDS:**

This position is evaluated according to Clinical Provider Performance Evaluation Standards.

POSITION LOCATION:   Region Ten - Louisa County Clinic  
                                  101 Ashley Street  
                                  Louisa, VA 23093

POSITION ORGANIZATION CHART:

Director III  
|  
Clinician II/ Clinician III

GRADE:            Clinician II Grade 10  
                          Clinician III Grade 11

SCHEDULE: 40 hours weekly; flexible schedule (or if hired as an hourly employee overnights required)

Position Description Updated: June 3, 2020

I have reviewed this job description and acknowledge the duties as well as the KSA (knowledge, skills, abilities) included in this description. I also understand the performance standards as they apply to this position.

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Signature

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Name Printed

\_\_\_\_\_  
Date