

## POSITION DESCRIPTION DRUG TREATMENT COURT CLINICIAN

Drug Treatment Court Clinician/Coordinator  
Access and Adult Clinical Services Region Ten Community Services Board

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CLASSIFICATION TITLE: Clinician

### GENERAL STATEMENT OF RESPONSIBILITIES:

This is a professional level FLSA non-exempt position. The clinician has the responsibility for providing Care Coordination services to the participants of Drug Treatment Court that are referred to Region Ten for their individual treatment needs. This includes assessing service needs; developing plans for access to services; liaison with client, families, programs, and service providers; ongoing monitoring or client service needs; advocacy; and consultation and education to clients, families and community. The clinician will be the Region Ten Clinical Lead in close coordination with Drug Treatment Court staff.

The Clinician reports to the Adult OP Program Manager and is expected to function with initiative and independent judgment, based on application of standard practices and with guidance from the supervisor. In carrying out position duties, he/she performs in accordance with applicable professional ethics and established Region Ten policies.

The HIPPA access level for this position is Level Two

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

### MAJOR DUTIES:

1. \* Works with Drug Treatment Court to complete or ensure completion of MH/SUD Assessment for any consumers being referred from DTC for services, to include use of required screening instruments.
2. \*Participates in all DTC treatment team meetings as indicated in the DTC MOU between Region Ten and OAR.
3. \*Provides individual therapy with DTC participants within the Adult Outpatient programs.
4. \*Provides group therapy within Adult Outpatient Programs SUD spectrum of services specifically related to DTC participants and in accordance with evidenced based practices.
5. \*Monitoring service delivery through contacts with individuals receiving services, other service providers and periodic site visits to assess the quality of care of the individual.
6. \*Provide treatment recommendations and reassessments of need as indicated and as requested to partners within the Criminal Justice Community.
7. \*Maintain complete and current consumer records and other required reports, service reporting and documentation in compliance with agency, state and federal standards.
8. \*Maintains Drug Treatment Court data within Region Ten's systems as required.
9. Attends trainings and/or conferences as related to DTC population in order to remain current with the needs of this specific population and to inform treatment decisions to maintain services within evidenced based treatment practices.
10. \*Enhancing community integration through increased opportunities for community access and involvement and creating opportunities to enhance community living skills to promote community adjustment including, to the maximum extent possible, the use of local community resources available to the general public.
11. \*Making collateral contacts with the individual's significant others with properly authorized releases to promote implementation of the individual's individualized services plan.
12. \*Linking the individual to those community supports that are likely to promote the personal habilitative/rehabilitative and life goals of the individual
13. \*Assuring the coordination of services and service planning within a provider agency, with other providers and with other human service agencies and systems, such as local health and social services departments.
14. \*Advocating for individuals in response to their changing needs
15. Developing a crisis plan for an individual that includes the individual's preferences regarding treatment in an emergency situation.
16. \*Reads all agency communication (i.e., Ten, Region Ten's Newsletter, e-mail, etc.)
17. \*Other duties as assigned by the supervisor in keeping with the general requirements of the position.
18. \*Valid Driver's License and own transportation which is safe and can be used for work related travel.
19. \*Able to perform CPR and First Aid when a situation requires these activities.

### QUALIFICATIONS:

To ensure the safe and efficient operation of the program, a valid Virginia Driver's License plus an acceptable driving record as issued by the Department of Motor Vehicles are required. For business use of a personal car, a certificate of valid personal automobile insurance must be provided. All candidates must hold a LPC or LCSW license, 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. Computer knowledge required in Word and Excel.

In addition, the incumbent needs to possess the following knowledge, skills, and abilities:

Knowledge of:

- a. Criminal Justice Systems.
- b. Populations with intellectual disability, mental health disorders, and substance use disorders.
- c. Evidence Based Treatment of MH and SUD consumers with specification in the Criminal Justice System.
- d. Comprehensive assessment, crisis assessment
- e. DSM 5
- f. Least restrictive treatment alternatives
- g. Medical necessity
- h. General principles of record keeping
- i. Levels of care
- j. Region Ten authorization of services and appeals process
- k. Medicaid,
- l. Private insurance
- m. Array of services at Region Ten and in the community

Skills in:

- a. Providing assessments in Substance use disorders, intellectual disability and mental health disorders.
- b. Report writing
- c. Phone and face to face triage
- d. Utilization management
- e. Treatment planning
- f. Determining appropriate care
- g. Client orientation
- h. Determination of level of functioning and need areas.
- i. Mental Status Examination
- j. Effective Oral Communication
- k. Solid Coordination of Care between agencies
- l. Computer skills
- m. Providing counseling and other behavioral interventions

Abilities to:

- a. Triage
- b. Screen, assess, refer and authorize services
- c. Demographic collection
- d. Appropriate medical records documentation
- e. Risk assessment
- f. Determine emergent/urgent/routine needs
- g. Provide effective counseling, particularly brief interventions.

CLINICAL PROVIDER PERFORMANCE EVALUATION STANDARDS:

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

POSITION LOCATION: Region Ten Community Services Board  
800 Preston Avenue  
Charlottesville, VA 22903

POSITION ORGANIZATION CHART:

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Program Manager
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Clinician
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GRADE: 10, 11

SCHEDULE: Monday through Friday, 8:00 a.m. to 5:00 p.m, with varying availability as determined by program needs.

Position Description Updated: November 11, 2016

I have reviewed this job description and acknowledge the duties as well as the KSA (knowledge, skills, and 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