

POSITION DESCRIPTION**CLINICIAN/CASE MANAGER II/III**

Project LINK
Center for Access and Adult Clinical Services
Region Ten Community Services Board

CLASSIFICATION TITLE: Clinician/Case Manager

GENERAL STATEMENT OF RESPONSIBILITIES:

This is a FLSA non-exempt position. The incumbent is responsible for providing and extending case management, counseling, education and rehabilitation services to chemically dependent adult pregnant and/or parenting clients and/or Region Ten clients. The incumbent must be comfortable serving a diverse group of clients, including but not limited to, those who are chemically dependent, those with mental illness, those who are court-ordered, felons, and clients who are generally difficult to engage in treatment. The incumbent should be comfortable working from a strengths-based, person-centered perspective in order to nurture and develop the client's individual strengths.

In carrying out the responsibilities of this position, the treatment provider reports to and receives general supervision from the Program Manager I for Project LINK. The incumbent is expected to exercise sound judgment, demonstrate initiative and maintain confidentiality in accordance with established policies and procedures. He/She is expected to perform all duties in accordance with applicable professional ethics state quality assurance standards Department of Behavioral Health and Developmental Services (DBHDS) regulations, as well as established Region Ten policies and procedures

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. *Plans, develops and provides trauma informed substance abuse case management and individual and group therapeutic services to Project LINK clients.
2. *Performs assessment and documentation of needs of individual consumers.
3. *Develops Individualized Service Plans for consumers. Monitors, updates, and adjusts as necessary according to client needs and agency and licensure standards.
4. *Provides authorization for services and continued care authorizations
5. *Coordinates Project LINK services with other providers and with other human service agencies and systems, such as local health and social services departments.
6. *Provides crisis intervention as needed.
7. *Conducts home visits as necessary.
8. *Transports clients as necessary.
9. *Assists Director to extend and improve program services.
10. *Establishes and maintains contacts with outside agencies as required.
11. *Serves as advocate for Project LINK clients.
12. *Serves as resource consultant.
13. *Seeks and receives supervision as required.
14. *Performs all required documentation and within time frames designated by performance standards
15. *Attends all required supervision, trainings, and meetings as required by supervisor.
16. *Meets identified performance standards.
17. *Reads all agency communication (i.e., Staff Notes, e-mail, etc.)
18. *Performs other duties as assigned in keeping with general description of this position.

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 is required. For business use of a personal car, a certificate of valid personal automobile insurance must be provided. Master's degree required. All candidates must possess substance abuse certification, hold a license in a related human services field or be eligible to have one of these professional certifications or licenses within two years of employment. Certification in cardio-pulmonary resuscitation, completion of social detoxification training and medication management training is required. The incumbent will possess the following knowledge, skills and abilities:

Clinician II: Master's Degree. Candidates must be eligible to seek licensure through the Virginia Department of Health Professions.

Clinician III: Master Degree and licensed through the Virginia Department of Health Professions.

CLINICIAN/CASE MANAGER

Center for Access and Adult Clinical Services – Project Link – Region Ten Community Services Board

Page 2

In addition, the incumbent must possess the following knowledge, skills and abilities.

Knowledge of: Counseling theories and techniques; individual and group counseling, case management, issues affecting women who have substance use disorders and/or those in recovery; mental illness; suicidality; interviewing techniques; community resources; crisis intervention; DSM IV multi-axial diagnosis system, parenting and home visiting theories and best practices. Knowledge of typical childhood development and parenting issues is preferred.

Skills in: Case management; individual and group counseling, interviewing, crisis management, DSM-V diagnosis, engaging resistant or difficult to engage clients, working with individuals involved in the criminal justice system; computer proficiency.

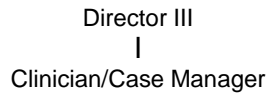
Abilities to: Establish rapport with clients and their families, maintain effective working relationships with a diverse group of other professionals, accept supervision and seek it out when needed, effectively communicate with clients and other professionals, work independently and as a team member, recognize need for additional training.

CLINICAL PROVIDER PERFORMANCE EVALUATION STANDARDS:

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

POSITION LOCATION: Region Ten Community Services Board
 TBD
 Charlottesville, Virginia 22903

POSITION ORGANIZATION CHART



GRADE: 10/11

SCHEDULE: Full Time: Monday-Friday, 8:30 a.m. to 5:00 p.m. with potential for evening and/or weekend hours.

Position Description Updated: February 21, 2018

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.
