

POSITION DESCRIPTION**CLINICIAN II/ CLINICIAN III**

ACCESS/OUTPATIENT

Center for Access and Adult Clinical Services

Region Ten Community Services Board

CLASSIFICATION TITLE: Clinician II/ Clinician III

GENERAL STATEMENT OF RESPONSIBILITIES:

This is a FLSA non-exempt position. The incumbent is responsible for assessment, initial treatment planning, and referral for consumers who are seeking services at Region Ten Community Services Board and are not currently enrolled. The incumbent is also responsible for providing individual and group counseling, education and rehabilitation services to adult clients of Region Ten. The incumbent must be comfortable serving a diverse group of clients, including but not limited to those who have substance use disorders, co-occurring mental illness and substance use/abuse, intellectual and developmental disabilities, as well as those with serious mental illness.

The incumbent reports to the Program Manager II for the schedule and assignment of work duties. He/she is monitored, trained and supervised in the performance of his/her tasks by the Program Manager, Director and Sr. Director. He/she is expected to perform duties as specified and according to the policies of Region Ten Community Services Board.

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

MAJOR DUTIES:

1. *Performs Region Ten assessments and documentation of Mental Health, Substance Use, and Intellectual and Developmental Disability diagnoses and the needs of individual consumers.
2. *Develops Individual Service Plans for all consumers.
3. Provides authorization for services and continued care authorizations if needed for consumers served.
4. *Provides individual and group counseling and education to adult clients of Region Ten.
5. *Provides crisis intervention as needed.
6. *Provides linkage to Case Management Services, other Behavioral Health Services, Medical Services, and other services as needed.
7. Collects data at initial appointment (e.g., LOF, consumer satisfaction survey) as required to be used in outcome measures.
8. *Performs all required documentation and within time frames designated by performance standards.
9. Participates in all training and in-services required by the Program Manager, Director, and Senior Director of Access and Adult Clinical Services.
10. Attends all required supervision and staff meetings.
11. Reads all agency communication.
12. *Duties will require some evening hours.
13. Performs other duties as assigned in keeping with general description of the position.

QUALIFICATIONS:

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. Populations with intellectual disability, mental health, and substance use issues
- b. Comprehensive assessment, crisis assessment
- c. DSM V
- d. Least restrictive treatment alternatives
- e. Medical necessity
- f. General principles of record keeping
- g. Levels of care
- h. Region Ten authorization of services and appeals process
- i. Medicaid
- j. Private insurance
- k. Array of services at Region Ten and in the community

Skills in:

- a. Providing assessments in addiction, intellectual disability and mental health

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- b. Report writing
- c. Phone triage
- d. Utilization management
- e. Treatment planning
- f. Determining appropriate care
- g. Client orientation
- h. Determination of levels of functioning
- i. Mental Status Examination
- j. Computer skills

Abilities to:

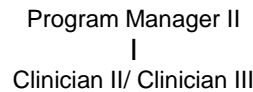
- a. Triage
- b. Screen, assess, refer and authorize services
- c. Demographic collection
- d. Appropriate medical records documentation
- e. Risk assessment
- f. Determine emergent/urgent/routine needs

CLINICAL PROVIDER PERFORMANCE EVALUATION STANDARDS:

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

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

POSITION ORGANIZATION CHART



GRADE: Grade 10: Clinician II
 Grade 11: Clinician III

SCHEDULE: Weekdays with occasional evening hours

Position Description Updated: August 9, 2019

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.

Signature

Name Printed

Date