

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

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 triage, screening, assessment, initial treatment planning, authorization of services 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 and extending 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 are chemically dependent, co-occurring mental illness and substance use/abuse as well as those with serious mental illness.

The incumbent reports to the OP Program Manager for Access and Adult Clinical Services for the schedule and assignment of work duties. He/she is monitored, trained and supervised in the performance of his/her tasks by the OP Program Manager. 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. \*Provides telephonic triage, screening and referral
2. Determines initial care on phone or in person for emergency, urgent and routine requests.
3. \*Performs assessment and documentation of Mental Health, Substance Addiction and Intellectual Disability needs of individual consumer
4. \*Develops Initial and/or ongoing Treatment Plan for all consumers
5. Provides authorization for services and continued care authorizations
6. \*Provides individual and group counseling and education to adult clients of Region Ten
7. \*Provides crisis intervention as needed
8. \*Provides linkage to Case Management Services and Behavioral Health Services
9. Collect data at initial appointment to be used in outcome measures
10. \*Performs all required documentation and within time frames designated by performance standards
11. Participates in all training and in-services required by the Director of Access and Adult Clinical Services
12. Attends all required supervision and staff meetings
13. Reads all agency communication
14. \*Duties will require some evening hours
15. Performs other duties, as assigned, in keeping with general description of the 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 are required. For business use of a personal car, a certificate of valid personal automobile insurance must be provided. Minimum requirements include a Masters degree in social work or counseling, two years of experience, and licensure as LCSW, LPC, or LCP, or license eligibility in VA within two years 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 addiction issues
- b. Comprehensive assessment, crisis assessment
- c. DSM 5
- 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

**CLINICIAN II/ CLINICIAN III**

**Center for Access and Adult Clinical Services - Access—Region Ten Community Services Board**

**Page 2**

- b. Report writing
- c. Phone triage
- d. Utilization management
- e. Treatment planning
- f. Determining appropriate care
- g. Client orientation
- h. Mental Status Examination
- i. 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

AACS Program Manager  
|  
Clinician II/ Clinician III

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

SCHEDULE: Weekdays with occasional evening hours

Position Description Updated: September 30, 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