

POSITION DESCRIPTION**MAT 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 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 as well as those with serious mental illness. This individuals' caseload will specifically be those receiving Medication Assisted Treatment within Region Ten.

The incumbent reports to the Access and Adult Clinical Services (AACS) Director for the schedule and assignment of work duties. He/she is monitored, trained and supervised in the performance of his/her tasks by the AACS 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. *Provides triage, screening and referral
2. Determines initial care for emergency, urgent and routine requests
3. *Performs Diagnostic assessment and documentation of Mental Health, Substance Use and needs of individual consumer
4. *Develops Preliminary and/or ongoing Treatment Plan for all consumers, and completes all required documentation for a Region Ten Assessment
5. Provides authorization for services and continued care authorizations
6. *Provides, treatment planning, individual and group counseling and education to adult clients of Region Ten
7. *Provides individual and/or group therapy to individuals with Substance use disorder as well as groups specifically tailored to the population of consumers receiving medication assisted treatment
8. *Provides crisis intervention as needed
9. *Provides linkage to Case Management Services, Behavioral Health Services and other Region Ten services
10. Collect data at initial appointment to be used in outcome measures as required
11. *Performs all required documentation and within time frames designated by performance standards
12. * Maintains productivity levels within an acceptable level
13. Participates in all training and in-services required by the Director Access and Adult Clinical Services
14. Attends all required supervision and staff meetings
15. Reads all agency communication
16. *Duties may will require some evening hours
17. 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. 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 six 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 disorders, and substance use disorders.
- b. Medication Assisted Treatment modalities for treating substance use disorders.
- c. ASAM criteria for assessing individuals level of care needs within Substance Use Services.
- 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

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- j. Private insurance
- k. Array of services at Region Ten and in the community

Skills in:

- a. Providing assessments in Substance use disorders and mental health disorders, specifically ASAM assessments
- b. Coordinating care with multiple partner agencies
- b. Report writing
- c. Phone and face to face triage
- d. Utilization management
- e. Treatment planning
- f. Determining appropriate care
- g. Consumer orientation
- h. Determination of level of functioning and need areas.
- i. Mental Status Examination
- j. Computer skills
- k. Providing counseling and other behavioral interventions

Abilities to:

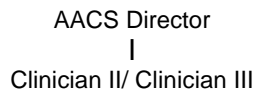
- a. Triage
- b. Complete ASAM Assessments and determine level of care recommendations
- c. Coordinate and facilitate effective coordination with multiple partners
- b. Screen, assess, refer and authorize services
- c. Demographic collection
- d. Appropriate medical records documentation
- e. Risk assessment
- 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 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: 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