

POSITION DESCRIPTION CRIMINAL JUSTICE CLINICIAN

Healthy Transition Care Coordination/Criminal Justice Monitoring Clinician
Access and Adult Clinical Services Region Ten Community Services Board

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 individuals of age 18 or older with a primary diagnosis of mental health and/or substance abuse concerns and is involved in the Criminal Justice System or recently released from a correctional facility and returning to our area and needing assistance with release planning/ re-entry services. 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 reports to the AACS 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 essential functions of this job are starred below (*) under "Major duties."

MAJOR DUTIES:

1. *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.
2. *Making collateral contacts with the individual's significant others with properly authorized releases to promote implementation of the individual's individualized services plan.
3. *Works within ACRJ to complete release planning and/or MH/SUD Assessment for any consumers that may require MH or SUD services within Region Ten upon release and as requested by the ACRJ staff and/or local collateral contacts.
4. *Maintains regular meetings with varying branches of the Criminal Justice Community to assist with consumer coordination of care across systems, and ensure required releases are present (Local Probation, State Probation, Federal Probation).
5. *Linking the individual to those community supports that are likely to promote the personal habilitative/rehabilitative and life goals of the individual.
6. *Provided individual and/or group therapy within the Adult Outpatient programs.
7. *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.
8. *Monitoring service delivery through contacts with individuals receiving services, service providers and periodic site and home visits to assess the quality of care and satisfaction of the individual.
9. *Provide initial Assessments and counseling to guide the individual and develop a supportive relationship that promotes the individualized services plan.
10. *Primary Case Manager for all Healthy Transitions consumers providing Case Management and linkage with other services as well as collecting all data required to meet Healthy Transitions Program Needs.
11. *Provide treatment recommendations as requested to partners within the Criminal Justice Community following assessments.
12. *Advocating for individuals in response to their changing needs.
13. *Developing a crisis plan for an individual that includes the individual's preferences regarding treatment in an emergency situation.
14. *Planning for transitions and re-entry needs for individuals within ACRJ and other correctional settings.
15. *Knowing and monitoring the individual's health status, any medical conditions, and his medications and potential side effects, and assisting the individual in accessing primary care.
16. *Maintain complete and current consumer records and other required reports, service reporting and documentation in compliance with agency, state and federal standards.
17. *Maintains Healthy Transitions as well as other related Criminal Justice data required to maintain funding and/or obtain new funding for this population and track outcomes.
18. *Reads all agency communication (i.e., Ten, Region Ten's Newsletter, e-mail, etc.).
19. *Other duties as assigned by the supervisor in keeping with the general requirements of the position.
20. *Valid Driver's License and own transportation which is safe and can be used for work related travel.
21. *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

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automobile insurance must be provided. All candidates must hold an active 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 (Microsoft Office Suite and EHR).

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. 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
- l. Criminal Justice Systems

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. Computer skills
- k. Providing counseling and other behavioral interventions

Abilities to:

- a. Triage and link to ongoing care
- 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:

Program Manager

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GRADE: 9, 10, 11

SCHEDULE: Monday through Friday, 8:00 a.m. to 5:00 p.m.

Position Description Updated: December 16, 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