

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

Wellness Recovery Center
Center for Emergency and Short Term Stabilization
Region Ten Community Services Board

CLASSIFICATION TITLE: Clinician I/Clinician II / Clinician III

GENERAL STATEMENT OF RESPONSIBILITIES:

This is a FLSA non-exempt position in which the incumbent assists with the provision of counseling services for the Wellness Recovery Center. She/he is responsible for providing counseling and rehabilitation services to individuals with mental health, intellectual disability, or substance use problems that are in crisis. Incumbent will be responsible for evaluation, assessment, developing treatment plans, counseling interventions, stabilization, and discharge assessments.

The incumbent will report to the Director III and/or Program Manager II of Region Ten's Wellness Recovery Center. They will be expected to work independently under standard practices of care and refer questionable or unusual situations to their supervisor. In fulfilling the expectations of this position he/she performs in accordance with applicable policies and professional ethics of Region Ten and the counseling position with applicable professional ethics and established Region Ten policies.

The Clinician is part of the Wellness Recovery Center Clinical Group, which is responsible for the psychosocial rehabilitation and determination of course of treatment for the consumers.

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

MAJOR DUTIES:

1. Reviews referrals, pre-screens, assessments, and medical information and follows admission criteria and protocol to make appropriate admission decisions, if assigned to triage duties.
2. *Provides individual counseling, family counseling, milieu interventions, and community/hospital outreach to clients.
3. *Prepares and provides daily psycho-education groups with a focus on reduction on mental health symptoms, thinking errors, coping skills, emotional regulation, interpersonal relationships, distress tolerance, mindfulness, and re-stabilization.
4. *Makes collateral contacts with the individual's significant others (e.g. parents, friends, and siblings) as needed to promote optimal adjustment.
5. *Engages in peer and supervisory consultation as needed.
6. *Responsible for maintaining standards of clinical productivity and professional standards.
7. *Completes program release summaries within two weeks of client discharge.
8. *Responsible for initial insurance authorizations and continuing stay services within necessary timeframe.
9. *Writing clinical sign-offs at the end of shifts and work week in order to facilitate clinical hand-off.
10. *Provides client comprehensive needs assessments, treatment plans, and discharge assessments & planning.
11. *Daily risk assessment for imminent danger to self or others and/or ability to care for self.
12. *Maintains complete and current clinical records, service data, and required documentation.
13. *Provides clinical consultation, staff education, and training.
14. *Provides "On Call" clinical consultation for staff during evening and night hours as needed.
15. *Actively explores less restrictive alternatives in efforts to divert clients from hospitalization.
16. *Participates in training and supervision as required.
17. *Assesses for and consults with supervisors about clinical appropriateness of exceptions, extensions, and/or behavioral plans that would benefit assigned clients in recovery without compromising the well-being and recovery of others; clearly communicates any such exceptions, extensions, and/or behavioral plans to staff at large
18. *Performs admission screenings for other residential programs, Region Ten services, and community support services as part of discharge planning.
19. *Ensures that assigned clients have follow-up appointments with outpatient psychiatrist, outpatient counselor, primary care provider, and other community services as appropriate and needed.
20. Acquires and maintains valid certification in First Aid, CPR, medication administration, non-aversive behavior management and defensive driving in order to ensure the safe and efficient operation of the program.
21. Administers medication and monitors front desk as needed.
22. Performs crisis assessment, intervention, stabilization, and referral assistance to clients within the crisis continuum as needed.
23. Provides coverage in an on-call capacity as needed and appropriate
24. Reads all agency communication.
25. Performs other duties as assigned.
26. Hours are variable.

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. Certification in cardio-pulmonary resuscitation, completion of social

Clinician I/II/III

Center for Emergency and Short Term Stabilization – Wellness Recovery Center – Region Ten Community Services Board

Page 2

detoxification training and medication management training is required. For business use of a personal car, a certificate of valid personal automobile insurance must be provided. Bachelor's degree required, Master's degree preferred, licensure most preferred

Clinician I: Bachelor's Degree in a human-services field is required or in-progress Master's degree in a human-services field.
Clinician II: Master's Degree required. Candidates must be eligible to seek licensure for LPC, LCP, or LCSW through the Virginia Department of Health Professions and do so within 6 months of date of hire.
Clinician III: Master Degree and licensed through the Virginia Department of Health Professions.

Minimum requirements include a Masters degree in social work or counseling, two years of experience, and licensure as LCSW, LPC, or LCP, in residency for any of the above, or license eligible within 6 months of hire. 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. In addition, the incumbent needs to possess the following knowledge, skills and abilities:

Knowledge of: crisis intervention; crisis management, suicidality, psychiatric emergencies; substance abuse emergencies; resources available in the Region Ten area; side effect of psychotropic medications; general principles of record documentation; the service planning process and major components of a service plan, state psychiatric admission procedures; Virginia code concerning civil commitment procedures; aggressive behavior management; universal precautions for contagious diseases; rules and regulations for the licensure of outpatient facilities; DBDHS client service management guidelines; state standards; local policies and procedures. Computer knowledge required in Word and Excel.

Skills in: individual and group counseling, assessment, interviewing, triage, crisis management, crisis counseling, responding to clients empathetically while maintaining clinical objectivity, utilizing resources in area; working with the legal system; assessing medical needs; determining client suicidal/homicidal behavior; assessment and counseling clients with substance use issues; public relations.

Abilities to: provide 24-hour emergency services; relate to and get along with people, exercise sound clinical initiative and judgment; motivate staff; make independent decisions; work under stress; problem solve; work on several tasks simultaneously; respond quickly to crisis situations; comply with program and agency protocols.

CLINICAL PROVIDER PERFORMANCE EVALUATION STANDARDS:

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

POSITION LOCATION: Region Ten Community Services Board
504 Old Lynchburg Road
Charlottesville, VA 22903

POSITION ORGANIZATION CHART

Director III/Program Manager II
|
Clinician I/Clinician II/ Clinician III

GRADE:

Grade 9: Clinician I
Grade 10: Clinician II
Grade 11: Clinician III

SCHEDULE: This is a PRN position. Work hours and schedules will vary based on program need.

Position Description Updated: April 27, 2023

I have reviewed this job description and acknowledge the duties as well as the KSA (knowledge, skills, and abilities) included in this description. I also understand the performance standards as they apply to this position.

Signature

Name Printed

Date