

POSITION TITLE: CLINICIAN II/ CLINICIAN III

|                  |                                                                                          |                   |                                                    |                       |    |
|------------------|------------------------------------------------------------------------------------------|-------------------|----------------------------------------------------|-----------------------|----|
| CENTER           | Adult Clinical Services                                                                  | DEPARTMENT:       |                                                    | Access and Outpatient |    |
| LOCATION:        | 800 Preston Ave. Charlottesville, VA 22903                                               |                   |                                                    |                       |    |
| FSLA STATUS:     | Non-Exempt                                                                               | INCLEMENT STATUS: |                                                    | Non-Essential         |    |
| GRADE:           | 10 or 11                                                                                 | SCHEDULE:         | Full Time<br>8:30am-5pm<br>*Possible evening hours | GROUP:                | 30 |
| JOB REQUIREMENTS | <input checked="" type="checkbox"/> Annual TB <input type="checkbox"/> Driving Consumers |                   |                                                    |                       |    |

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 within group and individual setting. 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, housing insecure, and involved with the justice system.

The incumbent reports to the Access and Adult Clinical Services (AACS) Program Director for the schedule and assignment of work duties. Incumbent is monitored, trained and supervised in the performance of tasks by the Program Director. Incumbent is expected to perform duties as specified and according to the policies of Region Ten Community Services Board.

MAJOR DUTIES:

The essential functions of this job are starred below (\*) under "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 other needs of individual consumer
4. \*Develops Initial 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 Access and Adult Clinical Services
12. Attends all required supervision and staff meetings
13. Reads all agency communication
14. Duties may require some evening hours
15. Performs other duties, as assigned, in keeping with general description of the position

QUALIFICATIONS:

All candidates must hold a LPC or LCSW, or CSAC, be registered with the Department of Health Professionals and actively seeking licensure or certification as such, or must register with the Department of Health Professionals within six months of hire.

EDUCATION:

- Master's degree (required)
- License eligible as defined by DMAS

EXPERIENCE:

- Comfort around use of computers and electronic health records is (required).

CERTIFICATION/LICENSE:

- LPC, LCSW, or CSAC (preferred)

KSAS

Knowledge of:

- a. Populations with 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 and mental health
- 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, email, and electronic health records usage

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

POSITION ORGANIZATION CHART:

AACS Program Director

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Clinician II/ Clinician III

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name Printed

\_\_\_\_\_  
Date