

POSITION TITLE: CLINICIAN I/II/III

CENTER:	Adult Rehabilitative Services	DEPARTMENT:	Women's Center		
LOCATION:	90 Old Lynchburg Place				
FSLA STATUS:	Non-Exempt		INCLEMENT STATUS:	Essential	
GRADE:	9/10/11	SCHEDULE:	FT	GROUP:	30

GENERAL STATEMENT OF RESPONSIBILITIES: This is a FLSA non-exempt position. The incumbent is responsible for providing and documenting clinical services to clients enrolled in the Mohr Center residential treatment program. He/she performs assessments, and provides counseling and rehabilitative services through individual and group therapy. He/she has the responsibility to provide supportive advocacy, information and referral assistance to link Mohr Center clients to other services in the community. This includes assessing resource needs, developing treatment plans, coordinating services with other service providers and serving as a client advocate.

The incumbent reports to the Director III and is expected to function with initiative and independent judgment, based on application of standard practices with guidance from supervisor. In carrying out duties, he/she is required to act professionally and knowledgeably with both clients and referral agencies and exercise sound independent decision-making. He/she will perform in accordance with professional ethics and established Region Ten policies.

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

MAJOR DUTIES:

1. *Provides residential care and coverage as a member of the residential staff at the Women's Center.
2. *Plans, develops and provides substance addiction treatment, individual and group services to all Women's Center clients.
3. *Provides service assessment; develops residential service plans and reviews for all Women's Center clients.
4. *Provides group and individual counseling.
5. Coordinates Women's Center services with other providers and with other human service agencies and systems, such as local health and social services departments.
6. Makes collateral contact with the resident's significant others with properly authorized releases to promote implementation of the individual's services plan and his community adjustment
7. *Assist clients in linking with appropriate service providers and self-help groups. Links the resident to those community supports that are likely to promote a recovery lifestyle as identified in the individualized service plan (ISP).
8. Assists the resident directly to locate develop or obtain needed services, resources and appropriate public benefits. Collaborates with agency resources staff in accessing needed resources.
9. *Provides counseling to clients by facilitating educational and support groups, as well as individual and family counseling as needed. Provides ongoing instruction, guidance and counseling to develop a supportive relationship that promotes the individualized services plan.
10. *Advocates for residents in response to their changing needs.
11. *Maintains current and complete client records and service provider data.
12. *Attends training and participates in supervision as required.
13. *Follows CSB policies and procedures and applies them consistently.
14. *Participates in regularly scheduled case review meetings and supervision sessions with program manager.
15. *Reads all agency communication (i.e., Ten, Region Ten's newsletter, e-mail, etc.).
16. *Provides immediate consultation to the Program Manager II for the Women's Center regarding requirements, regulations, and procedures for meeting service needs for residents.
17. Performs First Aid and CPR as required. Able to perform CPR and First Aid when situation requires these activities.
18. *Maintains Medication Aide Certification and assists in passing medications as required in residential facility.
19. Provides program clinical oversight as needed, in the absence of the Director.
20. Provides clinical consultation and support to Women's Center staff in the absence of the Director.
21. Maintains and updates evidence-based practice program materials.
22. Maintains and updates community resources list.
23. *Duties otherwise assigned that may include support of other ARS programming.

QUALIFICATIONS:

Region Ten shall have three classification levels for clinicians:

Clinician I

- Bachelor's degree, or
- QMHP, or
- Master's degree in license eligible field but not yet license eligible as defined by
- Department of Medical Assistance Services (DMAS), or
- Masters in non-license eligible field, or
- PH. D in non-licensure eligible field, or
- Other non-related degrees, or
- Any clinicians hired before January 1, 2013 without a BA will be grandfathered in at this classification level.

Clinician II

- Master's degree and license eligible according the DHP definition: Master's degree in psychology, social work, counseling, substance abuse, or marriage and family therapy from an accredited college or university, and
- Education verified by an official transcript with conferral date, and
- Evidence you have had an intern or practicum of at least 500 hours of experience with persons who have a mental illness
- Is under the direct personal supervision of a person licensed under Virginia law, who is working towards licensure, and who is in compliance with the appropriate Virginia licensing board may perform the functions of the LMHP for purposes of Medicaid reimbursement. The Board of Health Professions refers to masters prepared individuals in Counseling and Psychology as "Resident". The Board of Health Professions refers to masters prepared individuals in social work as "Supervisee". For purposes of Medicaid reimbursement, these persons shall use LMHP-E after their signatures to indicate this status. Additionally, a person who is able to register within 6 months of hire. In this case, a newly hired clinician's continued employment is contingent on meeting the definition about within 6 months of hire.

Clinician III

Licensed clinicians as listed below

- LPC
- LCSW
- LMFT
- LMSW
- Clinical Psychologists

EDUCATION:

- Master's Degree in Social Work, Clinical Mental Health Counseling, or in license-eligible field is preferred; At least be enrolled in a Master's Program in license eligible program within 6 months of graduation (required).

EXPERIENCE:

- At least 2 years in community-based services field and experience with co-occurring disorders preferred.

CERTIFICATION/LICENSE:

- 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.
- Registered with The Board of Social Work or Department of Health Professions as a Supervisee in Social Work or Resident in Counseling (Preferred); CSAC certification

KSAS

Knowledge of: substance abuse disorders and co-occurring mental health needs; withdrawal symptoms, case management, motivational interviewing, collaborative care, person-centered treatment, community referral resources, counseling theories and techniques, interventions, DSM-5 diagnostic criteria and use in treatment, treatment planning, and clinical documentation requirements.

Skills in: assessment, treatment planning, individual and group counseling facilitation, crisis management, DSM-5 diagnosis, case management, care coordination, psychoeducation, family education, outreach, collaboration, communication (written and verbal), empathy, objectivity, maintaining accurate records, and use of computer-based systems.

Abilities to: engage with diverse populations, understand addiction and mental health overlapping systems, assist with public education or speaking, choose and implement appropriate interventions or models of care, exhibit appropriate non-biased written and verbal communication, advocate for consumer and clinical needs, and engage in duties as part of a team.

POSITION ORGANIZATION CHART:

Program Director

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Clinician I/II/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

Position Description updated: September 1, 2026