

Job Class Code: 8050	FLSA Status: Exempt
Pay Basis: Salary (Annual)	EEO Category: 2

GENERAL DESCRIPTION OF JOB CLASSIFICATION

The purpose of the job classification (class) is to supervise staff, and/or provide case management services for service recipients. The class is responsible for staff supervision and/or assessment, placement or planning treatment/care strategy, service coordination, training, crisis intervention, counseling, and reporting. The class works within a general outline of work to be performed; develops work methods and sequences under general supervision.

TYPICAL TASKS

- Supervises staff including selecting or recommending selection, training, assigning and evaluating work, counseling, and disciplining, and recommending termination.
- Performs assessment to determine service recipient needs; conducts intake interview and reviews background information.
- Develops and implements individual program for service recipients including referral and coordination of care/services or placement, and/or direct therapy; ensures access to resources, services, and support for family.
- Maintains record system for area of responsibility; processes daily paperwork including personnel information, and/or reports, charts, and insurance forms.
- Serves as liaison between service recipients and other care providers such as physicians or therapists.
- Gathers and maintains information to support periodic and special reports documenting service recipients' progress and activities.
- Coordinates transportation for service recipients as needed.
- Provides special instruction and family training; provides educational consultation and guidance to home-visiting teachers.
- Attends or conducts staff meetings to exchange information; attends professional seminars or conferences to improve professional skills.
- Stays abreast of new developments relating to area of responsibility.
- Maintains records in accordance with program policies and procedures, State and federal regulations and standards.
- Documents all services at the completion of each service visit/meeting to include the length of time spent delivering services.
- Completes consumer daily, monthly, quarterly and annual reports. Completes notes and billing reports daily.
- Authorizes services in accordance with payer regulations.
- Serves as a clinical resource for technical staff, Clinician I and Clinician II.
- Consults regularly with medical, agency staff and other agencies in accordance with confidentiality guidelines to discuss service recipient progress and advocacy for services; adjusts treatment plans accordingly and maintains accurate and complete consumer records.
- Provides services in compliance with Departmental, City, State and Federal regulations and standards.
- Reads, comprehends, and adheres to the Corporate Compliance and HIPAA policies and procedures. Reports any violations, inconsistencies or discrepancies with regard to the Corporate Compliance policies and procedures or the HIPAA policies and procedures to the supervisor or appropriate authority.
- Performs other related duties as assigned.

GENERAL STANDARDS

Data Involvement	Gathers, organizes, analyzes, examines, or evaluates data or information and may prescribe action based on such data or information.
Interpersonal/People Involvement	Counsels or instructs others through explanation, demonstration, and supervised practice, or makes recommendations based on professional expertise.
Reasoning Requirements	Performs supervisory work involving policy and guidelines, solving both people and work related problems.
Mathematical Requirements	Uses mathematics involving the practical application of fractions, percentages, ratios and proportions or measurements, or descriptive statistics.
Language Requirements	Reads professional literature and technical manuals; speaks to groups of employees, and public or private groups; writes complex reports.
Mental Requirements	Performs professional level work requiring the application of scientific, legal, medical, or managerial methods in the solution of medical, administrative, or legal problems; applies extensive understanding of operating policies and procedures to solve complex problems.
Decisions/Supervisory Control	Supervises others requiring the development of procedures and makes constant decisions as a significant part of the job, affecting a large segment of the organization and the general public; assists in developing policies and practices.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires a bachelor's degree in psychology, social work, counseling, or a closely related field or other degree as approved by the Virginia Department of Health Professions.
Experience	In addition to satisfying the vocational/educational standard, this class requires a minimum of three years of related, full-time equivalent experience.
Special Certifications and Licenses	Requires a valid driver's license with a driving record that is in compliance with City's Driving Standards. Depending on assignment, may require Qualified Mental Health Professional (QMHP - Adult or Child) or Qualified Developmental Disability Professional (QDDP) certification and highest Part C standards within 6 months of hire; CPR, First Aid and Medication Administration certifications within 3 months of hire; Certified Substance Abuse Counselor (CSAC) certification upon hire; Case Management Modules and Intellectual Disabilities Workbook completed within thirty days of hire; Part C Early Intervention Certification within six months of hire; and/or Pre-Screening Certification within 6 weeks of hire (12 weeks for part-time staff).

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.