

<b>Position Code: 8310</b>	<b>FLSA Status: Exempt</b>
<b>Pay Code: 2</b>	<b>EEO Category: 2</b>

**GENERAL DESCRIPTION OF CLASS**

The purpose of the class is to supervise staff, oversee the area of responsibility, and provide treatment for clients. The class is responsible for staff supervision, intervention services, counseling, psychotherapy, case management, training, policy, budget, liaison functions, and reporting. The class plans, organizes, and implements programs within major organizational policies; reports progress of major activities to executive level administrators through reports and conferences.

**TYPICAL TASKS**

- Supervises staff including, selecting or recommending selection, training, assigning and evaluating work, counseling, and disciplining, and terminating or recommending termination.
- Provides emergency intervention services.
- Conducts client assessment to determine client needs; develops and implements individual program for client including referral or placement, or direct counseling, psychotherapy, or case management.
- Develops and presents budget requirements; oversees and approves expenditures; prepares financial forms and reports.
- Maintains record system for area of responsibility; processes daily paperwork including personnel information, and reports, charts, and insurance forms.
- Maintains policy and procedures manual; ensures compliance with same by staff.
- Serves as liaison between client and other entities such as physician, school, court, jail, or hospital.
- Gathers and maintains information to support periodic and special reports documenting client progress and activities, and events for area of responsibility.
- Attends or conducts staff or other professional meetings to exchange information; attends professional workshops or seminars to improve professional skills.
- Stays abreast of new developments relating to area of responsibility.
- Enforce program policies and procedures in order to provide effective program and services that comply with federal, state and local guidelines and regulations.
- Participate in at least monthly supervision to review job performance and adherence to corporate compliance and HIPAA expectations.
- Implement corrective action through written feedback or any further development that arises through the process of supervision.
- Report any deviations from documentation, billing, and other agency standards made by themselves or others to their supervisor and the corporate compliance officer.
- Inform new job interviewees of Corporate Compliance and HIPAA requirements.
- Direct staff to attend or complete required compliance training.
- Performs other related duties as assigned.

**GENERAL STANDARDS**

<b>Data Involvement</b>	Plans or directs others in the sequence of major activities and reports on operations and activities which are very broad in scope.
<b>Interpersonal/People Involvement</b>	Negotiates and exchanges ideas, information, and opinions with others to formulate policy and programs or arrive jointly at decisions, conclusions, or solutions.

<b>Reasoning Requirements</b>	Performs work involving the application of principles of logical thinking and scientific, medical, administrative, or other practices to diagnose or define problems, collect data and solve abstract problems with widespread unit or organizational impact.
<b>Mathematical Requirements</b>	Uses mathematics involving the practical application of fractions, percentages, ratios and proportions or measurements; may use algebraic solutions of equations and inequalities, or descriptive statistics.
<b>Language Requirements</b>	Reads and interprets professional materials involving advanced bodies of knowledge related to politics, economics, medicine, science, or other complex disciplines; writes extremely complex papers and reports; speaks to high level scientific, political, economic, legal, medical or other professional groups.
<b>Mental Requirements</b>	Uses advanced professional level work methods and practices in the analysis, coordination or interpretation of work of a medical, fiscal, legal, managerial, or scientific nature and formulates important recommendations or makes technical decisions that have an organization wide impact; requires sustained, intense concentration for accurate results and continuous exposure to unusual pressure.
<b>Decisions/Supervisory Control</b>	Makes decisions as a major part of the job, affecting a major segment of the organization and the general public; develops policies and practices.

#### **EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS**

<b>Vocational/Educational Requirement</b>	Requires a master's degree in psychology, social work, counseling, or a closely related field.
<b>Experience</b>	In addition to satisfying the vocational/education standards, this class requires a minimum of four years of related, full-time equivalent experience.
<b>Special Certifications and Licenses</b>	Requires State of Virginia licensure as a Clinical Psychologist, Social Worker, or Counselor. Requires a valid driver's license and a driving record in compliance with City Driving Standards.

#### **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.*