

Job Class Code: 8055	FLSA Status: Exempt
Pay Basis: Salary (Annual)	EEO Category: 2

GENERAL DESCRIPTION OF JOB CLASSIFICATION

The purpose of the job classification (class) is to provide direct outpatient services for assigned cases. The class is responsible for individual and family counseling, intake referrals, assessment, treatment planning, psychotherapy, crisis intervention, training, and reporting. The class works within a general outline of work to be performed; develops work methods and sequences under general supervision.

TYPICAL TASKS

- Performs service recipient assessment to determine needs, including intake interview and review of background information.
- Develops and implements individualized service plans; makes referrals for other care providers as needed; documents accordingly.
- Provides individual, group, and family counseling, psychotherapy, and/or crisis intervention for assigned cases.
- Performs case management services, including consultations with colleagues as well as other agencies and service providers such as social services, schools, physicians, or probation officers.
- Maintains records for area of responsibility in accordance with departmental, State, and federal regulations, laws, policies, and procedures; processes daily paperwork including progress notes, insurance forms, daily time sheets, service logs, and billing reports.
- Prepares monthly, quarterly, and annual consumer reports.
- Coordinates court hearings, dispositions and/or aftercare treatment for service recipients discharged from hospital treatment programs.
- Makes recommendations to Magistrate in emergency cases; coordinates police and medical responses as needed.
- Provides management/prevention training for service recipient and family.
- Performs office tasks such as composing and typing letters, filing, phoning, and photocopying.
- Attends staff and other professional meetings to exchange service recipient or departmental information or concerns.
- Assesses medical necessity and authorizes services in accordance with payer regulations.
- Consults regularly with medical, agency staff and other agencies in accordance with confidentiality guidelines to discuss service recipients' progress and advocacy for services; adjusts treatment plans accordingly.
- 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; 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 work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization.

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 advanced professional level work in the analysis or interpretation of methods of a scientific or medical nature and formulates recommendations on the basis of such analysis; applies creativity and resourcefulness in the analysis and solution of complex problems; requires sustained, intense concentration for accurate results or continuous exposure to unusual pressure.
Decisions/Supervisory Control	Makes 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 master'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/education standards, this class requires a minimum of two years of related, full-time equivalent experience.
Special Certifications and Licenses	Requires State of Virginia licensure as a Clinical Social Worker (LCSW), Professional Counselor (LPC), Clinical Psychologist (LCP). A Licensed Marriage and Family Therapist (LMFT), Psychiatric Nurse Practitioner, Psychiatric Clinical Nurse Specialist MD/DO, or a Bachelor's Prepared Registered Nurse (RN) with five years of experience may be considered in the Emergency Services Program. May consider as a marginal (undergrade) applicant a Resident in Counseling or Supervisee in Social Work applicant who is currently registered with the Board of Health Professions with the ability to obtain licensure within the probationary period. May require Pre-Screening Certification within 6 weeks of employment (12 weeks for part-time staff) for those in the Emergency Services Program. Depending on position, may require a valid driver's license and a driving record that is 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.