

Job Class Code: 8060	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 direct outpatient services for assigned cases. The class is responsible for staff supervision, and/or individual and family counseling, intake referrals, assessment, treatment planning, psychotherapy, crisis intervention, training, policy, budget, 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, disciplining, and recommending termination.
- Plans and organizes activities for area of responsibility; supports staff as needed to achieve task completion.
- Performs service recipient assessment to determine needs, including intake interview and review of background information.
- Develops and implements individualized treatment 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.
- Oversees, reviews, and approves expenditures for assigned area; provides fiscal data for the preparation of the annual budget.
- Maintains records for area of responsibility in accordance with departmental, State, and federal regulations, laws, policies, and procedures; processes daily paperwork including personnel information, service recipients' progress notes, insurance forms, daily time sheets, service logs, and billing reports.
- Prepares monthly, quarterly, and annual consumer reports.
- Coordinates and attends court hearings and dispositions.
- Performs outreach/public relations functions to promote available programs/services.
- Serves as a clinical resource for other clinical staff.
- Attends or conducts staff and other professional meetings to exchange service recipient or departmental information or concerns.
- 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; advocates for services and/or 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	Synthesizes or integrates analysis of data or information to discover facts, develop knowledge, or formulate interpretations; may change policies, procedures, or methodologies based on new facts, knowledge, or interpretations.
Interpersonal/People Involvement	Negotiates and exchanges ideas, information, and opinions with others to formulate policy and programs or arrive jointly at decisions, conclusions, or solutions.
Reasoning Requirements	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.
Mathematical Requirements	Uses mathematics involving the practical application of fractions, percentages, ratios and proportions or measurements, or descriptive statistics.
Language Requirements	Reads scientific and technical journals or legal documents; speaks before professional and civic groups; writes complex articles and reports; develops presentations for sophisticated audiences.
Mental Requirements	Uses advanced professional level work methods and practices in the analysis, coordination or interpretation of work of a scientific, medical, legal, or managerial nature; 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.
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 four years of related, full-time equivalent experience.
Special Certifications and Licenses	Requires State of Virginia licensure as a Clinical Psychologist (LCP), Clinical Social Worker (LCSW), or Professional Counselor (LPC). 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 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.