

<b>Job Class Code: 8100</b>	<b>FLSA Status: Exempt</b>
<b>Pay Basis: Salary (Annual)</b>	<b>EEO Category: 2</b>

**GENERAL DESCRIPTION OF CLASS**

The purpose of the class is to provide clinical case coordination, education, and assessment to individuals served by the Chesapeake Community Services Board (CCSB) and to expedite clinical solutions, especially in the area of medication usage and efficacy. The class will serve as a liaison and advocate for individuals who are provided service and will ensure that each person has access to medication assessment, medication and psychiatric care, and patient education and support. The class works within broad policy and organizational guidelines; independently plans and implements projects; reports progress of major activities through periodic conferences and meetings.

**TYPICAL TASKS**

- Performs assessment to individuals served to determine current mental status, any evidence of decomposition, lethal ideation, or positive or negative response to medication.
- Organizes and supervises psychiatric clinics; assesses and coordinates clinical needs of caseloads, and ensures completion of necessary paperwork to secure insurance authorization and payment.
- Provides clinical consultation for staff, individuals served and their families/guardians regarding medical and medication issues; prepares and dispenses medication.
- Maintains records in compliance with quality assurance and licensure standards, program policies and procedures, state and federal regulations/standards, and client confidentiality.
- Serves as liaison between individual served and other care providers such as physicians or therapists.
- Collaborates with other treatment team members in planning therapeutic intervention; interacts with other agencies in the community to coordinate treatment for persons served.
- Orders, delivers and administers medication in accordance with licensure standards, program policies and procedures and state and federal regulations.
- Provides care as ordered by the physician to all individuals served by the unit in a professional, therapeutic, and cost effective manner.
- Gathers and maintains information to support periodic and special reports documenting activities for area of responsibility.
- Develops and implements individual service plans; documents all services provided including length of time spend delivering services.
- Completes daily, monthly quarterly and annual reports.
- Authorizes services in accordance with payer regulations.
- Attends or completes required annual compliance training.
- Performs other related duties as assigned.

**GENERAL STANDARDS**

<b>Data Involvement</b>	Gathers, organizes, analyzes, examines, or evaluates data or information; may prescribe action based on such data or information.
<b>Interpersonal/People Involvement</b>	Counsels or instructs others through explanation, demonstration, and supervised practice; makes recommendations based on medical expertise.
<b>Reasoning Requirements</b>	Performs coordinating work involving guidelines and rules; solves problems constantly.
<b>Mathematical Requirements</b>	Performs addition and subtraction, multiplication and division, and/or calculates ratios, rates and percents.

<b>Language Requirements</b>	Reads journals, manuals, and professional publications; speaks informally to groups of coworkers, staff in other organizational agencies, the general public, and people in other organizations; composes original reports, training and other written materials using proper language, punctuation, grammar, and style; presents training programs.
<b>Mental Requirements</b>	Performs professional level work requiring the application of principles and practices of a wide range of medical, administrative, or managerial methods in the solution of administrative or medical problems; applies general understanding of operating policies and procedures to solve complex administrative problems; requires continuous, close attention for accurate results or frequent exposure to unusual pressure.
<b>Decisions/Supervisory Control</b>	Supervises others requiring the development of procedures and constant decisions affecting coworkers, individuals, and others in the general public.

**EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS**

<b>Vocational/Educational Requirement</b>	Requires any combination of education and experience equivalent to an associate's degree in nursing.
<b>Experience</b>	In addition to satisfying the vocational/education standards, this class requires a minimum of two years of related, full-time equivalent experience.
<b>Special Certifications and Licenses</b>	Requires licensure as a Registered Nurse in the Commonwealth of Virginia or a reciprocal state (according to the Nurse Licensure Compact as prescribed by the National Council of State Boards of Nursing). May require a valid driver's license with a driving record that is in compliance with City Driving Standards.
<b>Special Requirements</b>	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

**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.*