

## **POSITION DESCRIPTION**

**CLASSIFICATION TITLE:** Consumer Services Specialist VI

**POSITION TITLE:** Emergency Services Clinician

### **General Statement of Responsibilities:**

This professional level (FLSA Exempt) position has the responsibility for the day-to-day provision of mental health and substance abuse clinical services operated under the direction of the Eastern Shore Community Services Board. Service provision will be to children, adolescents, and adults.

### **General area of responsibilities include:**

- Providing crisis intervention/evaluation/referral to persons experiencing mental health and substance abuse emergencies;
- Inter- and intra-agency coordination of consumer services;
- Thorough documentation of services provided in accordance with applicable Medicaid, licensure, and agency regulations; and
- Maintaining professional licensure as required by the Commonwealth of Virginia

In carrying out position responsibilities the incumbent reports to and receives supervision from the Emergency Services & CIT Coordinator. The incumbent is required to maintain professional licensure as required by the Commonwealth of Virginia and exercise sound judgment, demonstrate initiative, exercise effective time management skills, maintain confidentiality, sustain intra- and inter-organizational working relationships, and develop and maintain sound, qualitative, well organized mental health and substance abuse clinical services.

### **MAJOR DUTIES:**

- Perform emergency clinical intakes by acting as initial contact for MH and SA individuals entering the system;
- Provide day time emergency services to the MH, SA, and ID populations;
- Participate in emergency services staff meetings;
- Provide consultation and review of cases for emergency needs per request

of supervisors of ESCSB services;

- Provide case consultation services to other human service agencies upon request;
- Provide timely and appropriate written documentation of services provided in accordance with Medicaid, state licensure, and ESCSB requirements;
- Participate in on-call rotation as needed;
- Provide prescreening evaluations for inpatient psychiatric admissions;
- Maintain appropriate trainings, supervision hours, and CEUs required for re-certification as a prescriber; and
- Perform other position-related duties as directed by the Emergency Services & CIT Coordinator and/or the Director of Clinical Services & QI.

### **QUALIFICATIONS:**

BFOQ-The incumbent must possess and maintain current licensure as a LCSW, LPC, LMFT, LCP, MD/DO, or BSN as required by the Commonwealth of Virginia.

In order to be a pre-scriber in the state of Virginia, the individual must hold a Master's degree that meets these requirements: MSW, PhD, PsyD, Clinical Counseling (CACREP accredited), or MS in Rehab Counseling (CACREP accredited). Experienced staff that do not meet the qualifications of licensure and/or education must currently be a certified preadmission screening clinician and must keep their certification current.

The incumbent should have position-related experience with the population served in an outpatient setting and possess the following knowledge, skills, and abilities:

**Knowledge of:** Mental illness and substance abuse and the treatment thereof; ,child and adolescent development; principles of case management and family systems dynamics; principles/techniques of individual and group counseling; inter- and intra-agency coordination of services for children and adults with MH & SA disabilities; crisis intervention and assessment.

**Skill (s) in:** Implementing behavioral, cognitive, and interpersonal therapy; problem solving; family systems; needs assessment; individual and group counseling; effectively coordinating inter- and intra-agency MH & SA services; providing emergency services to the mental health, substance abuse, and intellectual disabilities population.

**Ability (ies) to:** Provide mental health and substance out-patient counseling services to the specified population; document services appropriately and in a timely manner; demonstrate initiative; provide emergency services to specified populations;

maintain confidentiality; interface with local human services that may be of assistance in or have direct involvement with consumer services provision; sustain effective working relationships, and effectively communicate in oral and written form.

**HIPAA Access Level:** 2=access to all consumer information

**ORGANIZATION LEVEL:**

**EXECUTIVE DIRECTOR**

**DIRECTOR OF CLINICAL SERVICES & QI**

**EMERGENCY SERVICES & CIT COORDINATOR**

**EMERGENCY SERVICES CLINICIAN**

**SALARY &/OR HOURLY RATE RANGE:** Classification Level XI

**EFFECTIVE DATE:** February 15, 2007

**POSITION DESCRIPTION CONTENT:**

Job descriptions are not intended to be, and should not be construed to be, all-inclusive lists of all responsibilities, skills, efforts, or working conditions associated with a job.

While this job description is intended to be an accurate reflection of the job requirements, management reserves the right to modify, add, or remove duties from particular jobs and to assign other duties as necessary.

**SIGNATURES:**

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Senior Clinician/Emergency Services Clinician Date

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Emergency Services & CIT Coordinator Date

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Director of Clinical Services & QI Date

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Executive Director Date