

CROSSROADS CSB VACANCY ANNOUNCEMENTS FOR WEBSITE AND INTERNAL POSTING –7/27/2022

An Agency application must be submitted for all positions. Send application to Crossroads Community Services P.O. Drawer 248, Farmville VA 23901 or visit the website at: www.crossroadscsb.org or call 434-392-7049. For all positions: Salary commensurate with qualifications and excellent fringe benefits. Crossroads CSB is also an approved site for the National Health Service Corps Loan Repayment Program. Get your College Loans Paid for!!! The link to our employment application is on our website.

Contact at CCSB: Ms. Kathleen Short – HR Director

Application

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Associate Director – Outpatient Clinical Services -This position is responsible for managing scheduling, ensuring files are maintained and facilitating monthly staff supervision with outpatient staff. The ideal candidate understands the importance of providing outstanding customer service, strong leadership skills and a drive to be successful. Responsibilities include managing scheduling, ensuring all files are maintained, and facilitating monthly staff supervision with outpatient staff. This position will collaborate closely with the Director of Outpatient Services to fulfill the mission of the clinic and act as a back up to the Director in her absence. The ideal candidate will possess the following qualifications: Licensed in the State of VA as a Clinical Psychologist, LCSW or LPC, strong organizational and communication skills, experience in a Behavioral Health (Substance Abuse & Mental Health) environment with a minimum of over one-year experience in Office Management. (Position # 1955)

Associate Director – Non-Clinical Services - This position is responsible for assisting the Outpatient Clinical Director with the overall leadership, culture, and organization of the Clinics. This will include the leadership and management of staff, budgets, marketing efforts, ensuring that all policies and procedures of the Agency are implemented and maintained consistently. and ensuring regulatory compliance. This position will model the Core Values, Mission and Vision of the Agency. The following training and certifications are required: Bachelor’s Degree and at least 2 years of experience in a supervisory role in healthcare or related industry, preferably in an Agency providing primary care, mental health/behavioral health or substance abuse services. This position will work closely with the Clinical Director in the planning, leading and controlling of significant issues within the Clinics. (Position #1975)

Addiction Services Development Coordinator - The ideal incumbent is licensed or licensed eligible in the State of Virginia as a Licensed Professional Counselor and has well-defined experience working with individuals with substance use disorders, serious mental illness, and those with co-occurring substance use and mental health diagnoses. He/She is skilled in the diagnosis and treatment of these disorders, familiar with the ASAM criteria for the assessment of treatment needs for those with substance use disorders and co-occurring disorders, and has strong organizational and leadership skills. The ideal incumbent is also familiar with evidence-based and evidence-informed treatment methods for working with substance use disorders and is responsible for ensuring that all Crossroads treatment sites utilize evidence based or evidence informed practices. Knowledge required in the areas of behavioral health problems, substance abuse disorders ad co-occurring disorders, crisis and clinical intervention treatment management, clinical assessments and diagnoses and psychotropic medications and effects. (Position # 1965)

Licensed/Licensed Eligible School Based Therapist (1) – This full-time position will be responsible for providing outpatient therapy services primarily in the Lunenburg County Public Schools and Nottoway County Public Schools. Additional responsibilities may also include assessment, crisis intervention, individual and group therapy, and case management services with a focus on children and adolescents in other outpatient clinic areas. The ideal candidates must possess a graduate level degree in a human services field and must be Licensed in Virginia as a Clinical Psychologist, LCSW, or LPC or eligible to become licensed in one of these fields by the State of VA. Must also possess previous experience in similar setting providing therapy services as required. A valid driver’s license and acceptable driving record is required. (Position # 1985)

Prevention Services Coordinator - Incumbent will be responsible for the development and offering of prevention services to high risk populations within the seven county catchment area. He/She is responsible for inter-agency and intra-agency coordination and planning of prevention activities, attendance at local and state meetings, implementation of Prevention Strategies as outlined in federal and state grants, and data tracking and reporting to demonstrate accountability for the funds issued. Master's degree in a human services field is preferred and a minimum of five years experience in the areas of prevention and behavioral health services field. Previous volunteer or work experience in the areas of prevention and early intervention, counseling and/or treatment with the child/adolescent adult population is also required. The following skills/strengths are also required: excellent communication skills, strong organizational skills, strong attention to details, and must possess the quantitative abilities to track multiple grant deliverables and fund expenditures. (Position # 2010)

Director of Nursing - This position will plan and coordinate all nursing services within Medical Services. The incumbent will be responsible for patient care, resource management and fiscal management. Supervisory responsibilities will include being responsible for staff performance levels, staff recruitment, staff retention and staff development. Only professional nurses with a current state license and at least 3 years of supervisory experience in a nursing environment should apply. (Position # 1940)

IT Director - This position will manage and direct the Agency's information technology (IT) operations, ensuring the department provides efficient and effective technical IT support services. Supervisory responsibilities include hiring and training IT staff, assigning projects to the IT Team, conducting staff performance evaluations and handling discipline and performance concerns with IT staff. Bachelor's degree in Computer Science required, Master's degree and/or MBA preferred. At least 10 years managing an IT Department is also required. (Position #1950)

Licensed Staff Psychologist – This position will be responsible for providing family, individual and group therapy, conducting psychological testing and evaluation of clients, and monitoring treatment planning efforts. Will also coordinate the Clinical practicum/internship programs. A Psy.D degree or a PhD is required. At least 5 years experience in a human services field also required. (Position #1960)

Same Day Access Coordinator and PRN Evaluators – These positions oversee our Same Day Access Service. Same Day Access is a State Mandated Program that allows individuals to walk into the Clinic during select hours and be seen for an evaluation on the same day. The Coordinator position is responsible for providing to clients, coordinating follow-ups, and ensuring documentation is completed according to Program expectations. Additionally, this position will network with community stakeholders to promote the Same Day Access Program in the communities we serve, with the intent of expanding the service throughout the counties Crossroads serves. Additional duties include maintaining a small therapy caseload and supporting the Emergency Services Dept. as a back-up supervisor. The PRN Evaluator position will work as needed to complete SDA Evaluations. These positions require licensure in the State of Virginia as well as credentialing to become a certified pre-admission screener. (Position #2030)

Day Support Manager– This full-time position is located in Farmville VA. You will be responsible for the on-site daily operation of one of a Day Support Program. The positions supervise the training specialists, van drivers and other aides. Must possess knowledge of day support/vocational services for adults with intellectual disabilities and the development of individual goals, objectives and plans, Human Rights policy and procedures, and knowledge of regulatory /funding agency guidelines applicable to day support services specifically the Medicaid Waiver Program, DBHDS licensure, DOL, Social Security and CARF. A bachelor's degree in a human services field is required or equivalent experience in the operation of IDS Support services. A valid Virginia driver's license and an acceptable driving record are required. (Position #2065)

Licensed Therapists (2)– These full-time positions are located in Amelia, and Charlotte CH, VA and are responsible for a full array of mental health and substance abuse treatment services including assessments, crisis interventions, individual and group therapy, and case management services for adults and children. The ideal candidates will be licensed in Virginia as a Clinical Psychologist, LCSW, or LPC. Licensed Eligible Candidates are also welcome to apply. All candidates must possess previous experience in similar settings providing therapy services as required. (Position #2000)

Training Specialists - Day Support Programs- These full-time and part-time positions are located Charlotte CH, Rice and Kenbridge VA. These positions will involve working with individuals who have intensive support needs and behavioral challenges and will provide day support in independent living skills and vocational skills to High School diploma or equivalent is required along with a valid Virginia Driving License. Salary based on qualifications (minimum is \$13.31 per hour). (Position #2085)

Training Specialists– Residential Programs- Full-time positions in our Residential Programs in Farmville VA to work evenings and overnights. Duties include providing support in independent living skills and vocational skills to adults with intellectual disabilities as well as keeping accurate service records. Positions involve working with individuals who have intensive support needs and behavioral challenges. These part-time positions will be limited to a maximum of 28 hours work per week. High School diploma or equivalent is required. A valid Virginia Driving License is also required. (Minimum salary will be \$13.81 per hour. (Position #2050)

Case Manager (4) -(Mental Health/Substance Abuse) These open positions require a Bachelor's Degree in Human Services and a minimum of two years of related experience. The ideal incumbents must also possess the knowledge, skills and qualifications in the Case Management Licensing Regulations to fulfill the job requirements. A valid driver's license and an acceptable driving record is also required. This position will be providing case management services to adults or children/adolescents with mental health illness and/or substance abuse. Emphasis will be placed on case management services. The positions are located in Farmville and Charlotte CH. (Position #2040)

Case Managers (2) (DD) These full-time positions will provide case management services in an outpatient setting located in Farmville VA. Incumbent must meet Medicaid standards for qualified case manager for developmental disabilities case management services and possess previous work experience in similar setting. Bachelor's degree and experience with DD and ID Community Waivers required. Valid Virginia Driver's License and acceptable driving record also required. (Position # 1970)

Accounts Receivable Support Specialist(1) - This position is responsible for the data input of all non-billable services and the billing generation of charges resulting from the data input activities. Position also responsible for transportation billing. Experience working with remittances from insurance companies would be a plus. Strong computer and quantitative skills , organizational skills and the ability to work well independently required. A flexible schedule may be required to meet the needs of the Agency. (Position 1980)

Registered Nurse (RN) – This full-time position is located in Farmville, VA and is responsible for direct nursing care under the instructions of a licensed Physician or Nurse Practitioner. Duties will include assessment, counseling and monitoring of mental health clients, ID/DD individuals and Substance Abuse consumers. The position requires close coordination with the Psychiatrists and Nurse Practitioners for the purpose of patient monitoring, patient scheduling and injections and dispensing of medications. Knowledge of the following is preferred: DD/ID services and substance abuse services and programs; psychiatric disorders; psychotropic medication usage and side effects in children, adolescents and adults; and principles, practices and standards of professional psychiatric nursing. Skills in the following are required: effective oral and written communication skills, strong interpersonal skills, and exceptional organizational skills. A license as a Register Nurse (RN) is required and experience in psychiatric nursing, counseling and treatment planning is preferred. Limited travel to our local clinics may be required. (Position #1945)

Secretary/Reimbursement Clerk (2) - These full-time positions will be located in Farmville, and Charlotte CH, VA. This position will handle secretarial, administrative and reimbursement services within our Clinics. The position will include duties as receptionist, clinic secretary and reimbursement clerk.

Excellent office, organizational, communication and interpersonal skills are required. A valid Virginia Driver's license is required (Position #1930)

QA/UR Assistant II and Human Rights Advocate – This is a full-time position in the Farmville Clinic that is responsible for the internal review, development of policies and procedures and evaluation of the agency operations applicable to risk management, Licensure, HIPAA, OSHA and agency quality data review activities. Also responsible for developing and conducting staff training as required by DBHDS, internal needs and other credentialing bodies. Will also assist in the documentation of all Human Rights issues. The ideal candidate will be an independent thinker with sound judgement, strong communication skills, strong computer skills, knowledge of Human Rights Standards and will possess the ability to remain unbiased in investigations. This position is the liaison for the agency with DBHDS Licensure. (Position #2070)

Mail Carrier – Full time position to deliver inter-office mail on a daily basis. Regular work hours will be Monday-Friday 8:30 AM – 5 PM. Must possess a valid VA Drivers License. Must also be age 25 or above to drive an Agency vehicle. (Position # 2020)

Crossroads Community Services Board is an Equal Opportunity Employer