

**CROSSROADS CSB VACANCY ANNOUNCEMENTS FOR WEBSITE AND INTERNAL POSTING – 4/26/23.** 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](http://www.crossroadscsb.org) or call 434-392-7049. For all full-time positions listed below: 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.

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**Nurse Practitioner:** This position is responsible for providing psychiatric nurse practitioner services to individuals served by the Agency. Also responsible for ensuring compliance with state/federal regulations as they pertain to clinical documentation, Medicaid, Medicare and insurance policies and procedures. The ideal candidate will have the goal of becoming welcoming, recovery-oriented and co-occurring competent to engage all individuals receiving services in an empathic and hopeful manner to help them address multiple issues successfully. Primary job task will be to conduct diagnostic assessments, including history and mental status examinations to establish diagnosis, treatment recommendations and medication interventions. Must be a graduate of an accredited school of nursing and licensed to practice as a Nurse Practitioner with prescriptive authority and a valid DEA number in the State of Virginia. (Position #2360)

**Registered Nurse (RN):** This 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.

**Administrative Secretary/Receptionist:** This full-time position is responsible for acting as a receptionist for the administrative offices. The candidate will perform typing, filing, associated clerical duties and other related job tasks and assists with Human Resources functions including recruitment and payroll timesheet review. The position is located in the Farmville.

**Executive Assistant:** The incumbent must possess the knowledge and skills to fulfill the job requirements. A PA diploma or certificate (bachelor's degree preferred) in computer operations, organizational management, business administration, public administration/policy or related field or equivalent combination of education, training and work experience in a related field is required. A minimum of five (3) years related job experience including two (1) years in a supervisory position is preferred. The incumbent must be able to work a flexible schedule based on the agency demands. Agency operations encompass a seven (7) county area and the incumbent must be willing to travel to all agency sites as well as be available to travel outside the catchment area for training and agency business as needed. A valid Virginia Driver's license and acceptable driving record are required. Skills in the following are required: Work experience as an Executive Assistant, Personal Assistant or similar role. Excellent MS Office knowledge. Outstanding organizational and time management skills. Familiarity with office gadgets and applications (e.g. e-calendars and copy machines). Excellent verbal and written communications skills. Discretion and Confidentiality. This position is located in Farmville.

**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. The ideal candidate 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 and co-occurring disorders, crisis and clinical intervention treatment management, clinical assessments and diagnoses and psychotropic medications and effects. (Position # 1965)

**School-Based Access Specialist (1)**- Crossroads is seeking highly innovative and motivated individuals to assist with the development and implementation of mental health school-based services in the counties of Nottoway, Lunenburg, and Cumberland. Ind. must possess good communication skills, flexibility, and time management skills. Responsibilities will include coordination of referrals, family engagement, outreach, intake assessment, discharge planning, and collaboration with school personnel and administration. A Bachelor's degree in Human Services or a related field is required. Related experience within the field is preferred. A valid driver's license and acceptable driving record is required.

**Human Resources Director**: This position will report to the Executive Director. Generalist HR position responsible for overseeing the HR Department operations to adhere to organizational policies and procedures. Duties will include managing the HR Department budget and coordinating with management to ensure compliance with all relevant state and federal laws and regulations. Specific responsibilities will include the following: Recruitment/Employment, Compensation/Benefits Administration, Training and Development, Performance Management, and Coaching of Staff. Must possess the following skills: strong leadership and management skills, organizational skills, solid verbal and written communication skills. The ideal candidate will possess a minimum of 10 years HR leadership experience and a Bachelor's degree in a related field, MBA Degree or HR Certifications from SHRM or HRCI. (Position # 2080)

**Emergency Services Liaison**: The incumbent is responsible for coordination of follow-up services and associated paperwork to those clients that are opened to emergency services but not yet admitted to the Board. Additionally, he/she will assist emergency services staff as needed to resolve emergency situations related to hospitalization bed procurement/authorization, insurance verification, and scheduling issues. He/she will assist access specialist in scheduling appointments and acting as liaison for individuals requesting services. A master's degree that is licensed eligible by the VA Board of Counseling is required. Previous work experience in mental health/substance abuse services agency, providing care to seriously mentally ill and/or substance abusing adults and children is required.

**Access Specialist/Emergency Services Therapist**: Recruiting for licensed eligible clinician(s) to join the Emergency Services Team. This is a great opportunity for someone who is energetic, team oriented, enjoys working with a variety of clients, and attracted to the idea of making an immediate impact on the lives of individuals who are in a mental health crisis. The locale of the position is in Farmville, Virginia, a rural community, about an hour's drive from Charlottesville, Richmond or Lynchburg Virginia and is home to Longwood University and Hampden-Sydney College. Candidates for this position must meet the minimum requirements to become a Certified Preadmission Screener which includes the need to have graduate degree in a human service field, and be eligible to pursue licensure as LPC, LCSW, LMFT, etc. Experience with crisis intervention, diagnosis, clinical assessment, and therapy is a plus. Crossroads will provide the education and training necessary for Preadmission Certification. Crossroads Community Service Board offers an excellent benefits package and salary (DOE), including health insurance, revenue-sharing plan, matching 401K plan, flexible health spending plan, and paid time off incrementing with position service duration. (Position # 2320)

**Licensed Therapists**: (3) These positions are located in Amelia, Farmville 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. (Pos. # 2000)

**Same Day Access Coordinator**: This position oversees 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 seeing 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 Department as a back-up supervisor. This position

requires licensure in the State of Virginia as well as credentialing to become a pre-admission screener. The pay band for this position starts at \$68,640 per year.

**Licensed/Licensed Eligible Therapist: Child/Adolescent Focus** This position will be responsible for providing outpatient therapy services primarily in the Farmville Clinic. Responsibilities may also include assessment, crisis intervention, individual therapy, group therapy, and case management services with a focus on children and adolescents. The ideal candidate must possess a graduate level degree in a human services field and must be Licensed/Licensed Eligible 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 deemed appropriate. A valid driver's license and acceptable driving record is required. (Position # 2000)

**Direct Support Professional– Residential Programs:** These full-time positions are 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. High School diploma or equivalent is required. A valid Virginia Driving License is also required. (Minimum salary will be \$15.00 per hour. (Pos #2050)

**Day Support Managers (2):** These full-time positions are in Farmville and Kenbridge VA. You will be responsible for the on-site daily operation of a Day Support Program. The positions supervise the direct support professionals, 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)

**Direct Support Professional: Day Support Programs** - These full-time positions are located Farmville, Charlotte CH 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 adults with intellectual and developmental disabilities as well as keeping accurate and timely records. High School diploma or equivalent is required along with a valid Virginia Driving License. Salary based on qualifications (minimum is \$15.00 per hour). (Position #2085)

**Community Support Specialist:** This full-time position will provide training and support services to individuals with mental health and/or substance abuse. Responsibilities include documenting and evaluating progress of individuals receiving support services, and providing training and support in personal care, home and community living, and behavior management skills. Staff shall be hired with the goal of becoming welcoming, recovery-oriented, and co-occurring competent to engage all individuals receiving services in empathetic and hopeful relationships in an effort to help them address multiple issues successfully and shall support agency efforts to accomplish this. A Bachelor's degree and experience in a related field is required. (Position # 2095)

**Van Driver:** We are seeking a Part-Time Van Driver. You will work a daily split shift of approximately 28 hours per week. You will be transporting individuals to and from our Day Support Program in Charlotte CH, VA using an Agency vehicle. Work days will be Monday – Friday. The route will originate and end in Charlotte CH, VA. The daily split shift route starts at 6:30 am – 8:30 and the afternoon shift is 3 PM – 6 PM. You must be available to work a flexible schedule, have an acceptable driving record and a valid VA Driver's license. (Position # 1920)

**Case Managers (3):** (Mental Health/Substance Abuse) These positions require a Bachelor's Degree in Human Services with preference given to applicants with 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.

**Case Management Assistant (2):** The incumbent is responsible for assisting the case management department in providing case management services to individuals with mental illness(es) and/or substance use disorders. Emphasis will be placed on assisting the case management department with delivery of services for the SMI, SED, and ATR populations. This includes assisting the case management department with discharge planning, linking with community resources, outreach and follow-up. This position is directly responsible to the Senior Case Manager and Coordinator of Clinical Case Management Services. These positions are located in Amelia and Farmville.

**Office Cleaning Specialist:** This full-time position will clean our Farmville complex, the Amelia Clinic, the Charlotte Clinic, Training Building in Cumberland County, and the ID Building in Rice, VA and other areas as needed. Main duties include sweeping, mopping and vacuuming floors, dusting countertops and furniture and sanitizing bathrooms, kitchens or other public areas. Use of a company vehicle during the day will be provided. A valid driver's license is required. We are seeking individuals with extensive office cleaning experience. (Salary starting at \$15)

**Office Cleaning Supervisor:** This full-time position oversees several project sites and their team of cleaners and cleaning tasks. Main duties include supervising cleaners to carry out their work, inspecting the work area cleaned by cleaners and managing work schedules of cleaners and reallocating work to cover absences. They will ensure all cleaning equipment is well maintained, safe for use and check on the stock level of cleaning materials and equipment. They must also be able to perform cleaning duties. Should possess excellent management and leadership skills, capable of delegating tasks and making decisions. Highly developed communication skills, both written and oral, familiar with giving instructions and explanations. Use of a company vehicle during the day will be provided. A valid driver's license is required. We are seeking individuals with extensive office cleaning experience. (Salary starting at \$17)

**Crossroads Community Services Board is an Equal Opportunity Employer.**