Job Classification: MH/DS Clinician

General Summary of Classification:

Performs professional clinical work providing assessment, treatment, rehabilitation, care coordination, crisis intervention, consultation, and case management services to individuals and families receiving mental health, developmental, substance use disorder, or behavioral health services. Work involves evaluating client needs; developing treatment, recovery, or service plans; coordinating services; maintaining documentation; and collaborating with families, providers, and community partners. Services may be delivered in office, community, residential, school, institutional, telehealth, or other service settings. Work is performed under general supervision and requires sound clinical judgment and adherence to professional, ethical, regulatory, and funding source requirements.

Examples of Primary Tasks, Duties and Responsibilities (TDR):

- Conducts assessments, screenings, interviews, and evaluations to identify clinical, behavioral, psychosocial, developmental, recovery, and support needs.
- Develops and implements individualized treatment, recovery, habilitation, support, or service plans.
- Provides counseling, therapeutic interventions, skill-building services, psychoeducation, and other evidence-based services appropriate to assignment.
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- Monitors client progress and modifies services and interventions based on assessed needs and outcomes.
- Provides crisis intervention, support, stabilization services, and referrals consistent with program requirements.
- Advocates for client rights and promotes person-centered, recovery-oriented, and trauma-informed services.
- Prepares and maintains clinical records, documentation, service authorizations, treatment plans, reports, and electronic health records in accordance with applicable requirements.
- Completes billing, reporting, and documentation requirements accurately and within established timeframes.
- Participates in professional development, case consultation, team meetings, and quality improvement activities.
- Performs other duties as assigned.

Knowledge, Skills, and Abilities (KSA) Typically Required:

- **Occupation-specific:** Sound working knowledge of counseling and treatment methodologies, behavioral health principles, developmental services, case management practices, crisis intervention techniques, person-centered planning, documentation standards, community resources, recovery principles, and professional ethics.
- **Technical:** Proficient in electronic health records, documentation systems, virtual service delivery platforms, Microsoft Office applications, and County information systems.

- **Interpersonal, Communication and Customer Service:** Ability to establish rapport; communicate effectively with diverse populations; maintain confidentiality and professional boundaries; collaborate with stakeholders; and accurately communicate clinical information verbally and in writing.
- **Decision-making and Authority:** Exercises independent clinical judgment within established guidelines and seeks consultation when appropriate.
- **Leadership:** Non-supervisory.
- **Environment:** Work is performed in office, community, residential, institutional, school, healthcare, and virtual settings; may involve exposure to crisis situations and challenging behaviors; may require local travel.
- **Physical:** Visual, hearing, and physical ability sufficient to perform clinical, documentation, travel, and communication activities required by assignment.

Minimum Education and Experience:

- **Education:** Master's degree in social work, counseling, psychology, marriage and family therapy, rehabilitation counseling, special education, or a closely related behavioral health field required.
- **Experience:** One (1) year of professional human services, behavioral health, developmental services, rehabilitation, or case management experience.
- **OR:** Any equivalent combination of experience and training which provides the necessary Knowledge, Skills, and Abilities.

Other Requirements (License, Certifications, Training, etc.):

- Valid driver's license as required by assignment.
- Possess a relevant professional license or be license-eligible in an applicable behavioral health discipline based on assignment.
- Successful completion of all required NIMS courses.

Job Code: G.B.V.0025
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This is a generalized class specification and not a job description. Actual duties, qualifications, and requirements vary by position. For more information, contact the Henrico County Department of Human Resources.