

CROSSROADS CSB VACANCY ANNOUNCEMENTS FOR WEBSITE AND INTERNAL POSTING –6/6/2022

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!!!

Director of Administrative Services – This incumbent is responsible for the medical records, information technology, and HUD housing under the direction of the Executive Director. The incumbent provides both direct and indirect supervision to administrative and operations staff: Information Technology staff, Administrative Services Coordinator, Medical Records Coordinator, Manager for Reimbursement Clerks and Risk Manager. Incumbent must possess the knowledge and skills to fulfill the job requirements. A bachelor's degree (master'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 years related job experience including two years in a supervisory position is required. Must also have experience in developing strategic/organization planning and standard operating procedures. The ideal candidate will also be able to work a flexible schedule based on the Agency demands. A valid Virginia Driver's license and acceptable driving record are required. (Position #1980)

Payroll/Fringe Benefits Supervisor - This position is responsible for preparation of payroll to include all payroll tax reporting and related employee fringe benefits accounts. The position will supervise the Payroll Data Entry Specialist. You will be responsible for the preparation and processing of semi-monthly payroll for 250+ employees to include employee garnishments, liens, other deductions, tax payments, and quarterly reports. Knowledge of financial management of a community services board and/or local government and non-profit fund accounting and fiscal management policy and procedures as promulgated by the DBHDS fiscal office. Computer operations related to payroll general ledger and fringe benefits as well as online banking. A Bachelor's Degree and direct payroll experience is preferred. (Position # 2025)

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 Managers (2) – These full-time positions are 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 Therapist (2)– These full-time positions are located in Amelia, Farmville and Lunenburg 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)

Licensed/Licensed Eligible School Based Therapist (1) – These full-time positions 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 2055)

School-Based Access Specialist (1) – We are seeking to hire a highly innovative and motivated individual to assist with the implementation of mental health school-based services in the counties of Nottoway, Lunenburg, and Cumberland. Individual 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. B.A. degree in Human Services or a related field is required. Related experience in the field is preferred. A valid driver's license and good driving record is required. (Pos #2058)

Maintenance Tech – Full time maintenance position for varied assignments to include painting, light carpentry, plumbing, cleaning, and lawn care etc. Excellent benefit package. Salary: Negotiable. (Position # 2095)

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)

Secretary/Reimbursement Clerks (4) Full-Time positions for individuals to handle secretarial, administrative and reimbursement services within our Clinics. The positions will include duties as receptionist, clinic secretary and reimbursement clerk. Excellent office, organizational, communication and interpersonal skills are required. Some positions will be floater positions working in various clinics as needed. A valid Virginia Driver's License is required. (Position # 1970)

Crossroads Community Services Board is an Equal Opportunity Employer