

CROSSROADS CSB VACANCY ANNOUNCEMENTS FOR WEBSITE AND INTERNAL POSTING

July 31, 2018

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.

Crossroads Community Services is an Equal Employment Opportunity Employer

Psychiatric Nurse Practitioner - This position is responsible for providing psychiatric nurse practitioner prescriber services to individuals served by the Agency. This position receives supervision and oversight from our agency psychiatrists. You will be 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 be welcoming, recovery-oriented, and co-occurring competent to engage all individuals receiving services in empathic, hopeful, integrated relationships to help them address multiple issues successfully and shall support agency efforts to accomplish this. (Position #1910)

Licensed Therapists (2) – These Full Time positions (Lunenburg and Farmville, VA locations) will provide a full array of mental health and substance abuse treatment including assessment, crisis intervention, individual and group therapy, and case management services to adults and children in outpatient mental health centers. Incumbent must be licensed in Virginia as Clinical Psychologist, LCSW, or LPC. Must also possess previous experience in similar setting providing therapy services as required. (Position #2055)

Training Specialists – We are excited to hire new Training Specialists for part-time temporary assignments (32 – 40 hours per week) at our Fall Camp located in Burkeville, VA that will begin on August 27, 2018 and end on October 26, 2018. These temporary positions will assist individuals with disabilities in a camp like setting with activities of daily living, recreational and learning activities, and will provide supervision and needed transportation. A high school diploma or equivalent is required. A valid Virginia Driving License is required. Experience working with individuals with disabilities is preferred. Must be willing to work a very flexible schedule. If interested, please submit your application by 8/13/18. However, applications will be accepted until these temporary positions are filled. (Salary will be \$12.06/hour). (Position #2050)

Training Specialists – Residential Programs- Full Time and Part Time positions in our Residential Programs. 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. The part-time positions will be limited to a maximum of 28 hours work per week and all part-time positions will be scheduled for overnight hours. High School diploma or equivalent is required. A valid Virginia Driving License is also required. (Minimum salary will be \$12.06/hour). (Position #2080)

Reimbursement Specialist – This position is responsible for transportation billing and trip coordination. He/she is responsible for discharge data entry updates and correction coordination with direct service staff in the individual’s electronic health record. He/she is responsible for direct data entry of claims for services rendered of all types within the agency’s scope of services, as assigned, researching & working denied claims, assisting with submission of authorization requests to third party insurance payers as needed to include outpatient mental health clinical services, case management, skill building, psychosocial, and GAP screenings, and providing assistance to individuals requesting information regarding their billing statements. He/she should be familiar with ICD10 coding, verifying third party insurance coverages, and excel spreadsheets. This position assists, acts as a backup to, and reports to the Reimbursement/AR Coordinator to include learning the work flow of the agency’s electronic reimbursement system. A Bachelor’s Degree in a related field and experience in medical billing is preferred. (Position #2060)

Office Manager – This full time position is responsible for the oversight and supervision of the daily secretarial and reimbursement operations of the agency clinics. The position combines the duties of office manager, receptionist, clinic secretary and reimbursement clerk. The position will determine the office staffing needs of the four clinics and medical services building, will schedule and assign staff, and will directly cover any of the clinics/medical services as needed in the absence of secretarial/reimbursement staff. Additional duties will include assisting the Reimbursement Department with 3rd party insurance verifications for clients through Availity, DMAS, Credible and directly with 3rd party payers as needed. (Position # 1950)

Secretary/Reimbursement Clerk– Part Time Floater position for an individual to 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 # 1970)

Mental Health Skill Building Supervisor – This full time position is responsible for the supervision of Mental Health Skill Building Staff and Case Managers and assures compliance with the program, state, and federal regulatory requirements. The position is responsible for MH Skill Building services and case management services to individuals with mental illness, intellectual disabilities and/or substance abuse issues. This includes clinical assessment, service planning, linking with community service, aggressive outreach and follow-up. Under this position’s supervision, individuals, families and groups will be provided supportive counseling services and will be referred to appropriate service providers based on need for additional services. The incumbent must possess the qualifications as a LMHP /license eligible mental health professional and supervisory experience is preferred. (Position #

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