

**CROSSROADS CSB VACANCY ANNOUNCEMENTS FOR WEBSITE AND INTERNAL POSTING**

**June 27, 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](http://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*

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**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)

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**Case Managers (2) (Mental Health and Substance Abuse)** – These positions will provide case management services to adult individuals with mental health, intellectual disabilities and/or substance abuse. One position is located in our Amelia, VA Clinic and the second position is located in our Farmville, VA Clinic. Emphasis will be placed on case management services for adults. This includes clinical assessment, treatment planning, discharge planning, linking with community services, aggressive outreach and follow-up as well as acting as liaison to public and private treatment facilities. The ideal incumbents must possess the knowledge, skills and qualifications in the Case Management Licensing Regulations to fulfill the job requirements. The ideal incumbents should also possess a proven ability to work well within communities and treatment teams. A Bachelor’s degree in Human Services with a minimum of two years related experience is required. A valid driver’s license and an acceptable driving record is required. (Position #2040)

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**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)

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**Community Support Specialist** - This 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. This position reports to and receives supervision from the Supported Living Program Senior Case Manager. 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)

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**TRAINING SPECIALISTS – DAY SUPPORT PROGRAMS** - Crossroads Community Services is accepting applications for these full time positions at multiple locations. The 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 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 \$12.06 per hour). (Position #2085)

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**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)

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**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)

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**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)

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**Secretary/Reimbursement Clerk**– Full Time position for an individual to handle secretarial, administrative and reimbursement services within our Lunenburg Clinic. 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 # 1960)

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**Psychosocial Rehabilitation Unit Coordinator** – Please consider joining our dynamic, recovery-based mental health day program as our new Psychosocial Rehabilitation Unit Coordinator. Responsibilities will include case coordination for approximately 15 individuals, group leadership and program implementation. We are looking for a self-directed, energetic QMHP (Related Bachelor’s Degree and two years related experience) to join our team at Town House in Farmville, VA. (Position #2090)

*Crossroads Community Services Board is an Equal Opportunity Employer*