

## Class Title: Clinician

### **BRIEF DESCRIPTION OF THE CLASSIFICATION:**

The primary duty of this classification is to assess and treat patients seeking services from the Norfolk Community Services Board (CSB). May perform assessments on individuals/groups suffering from mental illness, issues resulting from substance abuse and/or other physical or mental ailments. Makes recommendations regarding the development of treatment plans for patients, which may involve referring patients to outside services.

### **ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.*

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Interviews, reviews records and conducts assessments of patients to evaluate their mental and/or physical condition. May have to confer with professionals both internal and external to the CSB in order to properly evaluate a patient's condition. Makes recommendations for the individual's/group's care. Maintains and/or creates required documentation of consumer assessments.
2	S	Collaborates with counselors, physicians or nurses to plan and coordinate treatment that meets the patient's needs. Monitors, evaluates and records consumer progress with respect to treatment goals, modifying plans as necessary. Assists patients in adhering with treatment plans by setting up appointments, arranging transportation to appointments or providing support. Communicates with referral agencies as necessary. Coordinates the admission process with other CSB providers when needed.
3	S	Counsels patients in individual or group sessions to assist them in dealing with mental/physical illness, physical/substance abuse or any other social or physical issues they may be facing.
4	S	Educates patients, family members and the community about mental or physical illness, substance abuse and available resources at their disposal.
5	S	Plans and conducts programs to prevent substance abuse, combat social problems or improve health or counseling services in the community.
6	S	Processes the assessment and intake paperwork, enrollments, program releases and discharges in an appropriate and timely manner.
7	S	Collects and reports service statistics and patient data as required.
8	S	May conduct regular and random urine drug screening for patients.
9	S	Performs related work as assigned.

**CLASS REQUIREMENTS:**

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Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through six years of college resulting in a Master's degree or equivalent in a human services field.
Experience	Two years' experience in a human services field, preferably in the treatment of mental illness or substance abuse; or an equivalent combination of education and experience.
Certifications and Other Requirements	VA Licensed Professional Counselor, Licensed Marriage and Family Therapist or Clinical Social Worker. Must be certified or certifiable in Basic First Aid and CPR. Valid Driver's License may be required depending on assignment.
Reading	Work requires the ability to read policies and procedures, various reports, technical materials, instructions, client records
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division; use of Excel spreadsheets.
Writing	Ability to prepare program procedures and goals, assessments and individual support plans, client progress reviews and case records.
Managerial	N/A
Budget Responsibility	N/A
Supervisory / Organizational Control	Work requires coordination of care with internal and external entities.
Complexity	Work is governed by broad instructions, objectives, and policies. Requires the exercise of considerable initiative and independent analytical and evaluative judgment
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required.

**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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*This is a description of the way the job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Assessments
Sitting	F	Computer, desk work, meetings
Walking	F	Inter-office, to/from meetings, offsite work
Lifting	O	Supplies, documents, books, binders
Carrying	O	Supplies, documents, books, binders
Pushing/Pulling		
Reaching	O	Paperwork, office supplies, books, binders
Handling	O	Paperwork, office supplies, books, binders
Fine Dexterity	C	Computer keyboard, writing, telephone keypad
Kneeling		
Crouching		
Crawling		
Bending		
Twisting		
Climbing		
Balancing		
Vision	C	Computer, desk work, reading
Hearing	C	Staff, supervisor, telephone, clients, meetings, presentations
Talking	F	Staff, supervisor, telephone, clients, meetings, presentations
Foot Controls	O	Driving
Other (specify)	N	

**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Computer, copier, facsimile machine, and related office equipment; Microsoft Office Suite, including Excel.

**ENVIRONMENTAL FACTORS:**

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS		PRIMARY WORK LOCATION	
Mechanical Hazards	N	Dirt and Dust	N	Office Environment	X
Chemical Hazards	N	Extreme Temperatures	N	Warehouse	
Electrical Hazards	N	Noise and Vibration	N	Shop	
Fire Hazards	N	Fumes and Odors	N	Vehicle	
Explosives	N	Wetness/Humidity	N	Outdoors	
Communicable Diseases	M	Darkness or Poor Lighting	N	Other (see 2 below)	X
Physical Danger or Abuse	M				
Other (see 1 below)	X				

- (1) Depending on client conditions
- (2) Clinical setting

**PROTECTIVE EQUIPMENT REQUIRED:**

N/A

**NON-PHYSICAL DEMANDS:**

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	O
Other (see 3 below)	N

(3)