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# EMPLOYMENT OPPORTUNITIES

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**Date Advertised: 8/1/10**

Central Virginia Community Services is dedicated to hiring and retaining employees who reflect the diversity of our community and who understand and appreciate the different backgrounds shared by the people we serve. To help fulfill this commitment, we urge minority men and women who meet the knowledge, skills, and abilities required for our positions to apply for job openings with our agency. We will give your application the fair and respectful consideration it deserves.

**Please note position titles appearing for the first time are highlighted in yellow and \*\*.**

**Non-degreed positions; requiring specialized training and/or work experience:**

**Adult and Family Services:**

**\*\*Administrative Assistant II (#407FT) – Adult and Family Services –Bedford CC**—responsible for answering telephones, greeting clients, normal office duties (including but not limited to copying, typing, financial referrals, filing, assisting staff, preparing reports, verifying insurance, etc.) for Bedford Counseling Center. Knowledge, skills, and abilities comparable to a high school graduate with a minimum of 2 – 3 years experience in general office work or related education; and experience working with the Microsoft Office Suite is required. Must have good communication skills, the ability to multitask, and work well within a team environment. A valid driver's license is required. **Entry: \$21,039 (DOE); Deadline: 8/13/10**

**\*\*Financial Intake Specialist (#778FT) – Adult & Family Services** - conducts financial interviews with consumers to insure accurate billing based on available resources. Responsibilities include verifying insurance coverage, including Medicaid; and having knowledge of pre-authorization procedures. The position requires knowledge, skills, and abilities comparable to that of a high school graduate with at least two years of medical office experience working with insurance, Medicaid and Medicare. Strong data entry skills are required along with a valid driver's license. **Entry: \$22,811 (DOE); Deadline: 8/13/10**

**\*\*Residential Support Provider (#745 &747 hourly) – Forest Hills GH (Lynchburg)-** to provide direct care to individuals with intellectual disabilities who are living in residential settings. Knowledge, skills, and abilities comparable to that of a high school graduate are required. Experience working directly with persons with intellectual disabilities and practical knowledge of intellectual disabilities and community resources is highly preferred. A valid driver's license is required **Hourly Rate: \$9.00 - \$11.00 (DOE); Deadline: 8/13/2010**

**Residential Support Provider (#730 hourly) – Longwood GH (Bedford) –** to provide direct care to individuals with intellectual disabilities who are living in residential settings. Knowledge, skills, and abilities comparable to that of a high school graduate. Experience working directly with persons with intellectual disabilities and practical knowledge of intellectual disabilities and community resources is highly preferred. A valid driver's license is required. Position must be available for evening hours and weekends.

**Hourly Rate: \$9.00 - \$11.00 (DOE); Deadline: 8/6/10**

**Child and Family Services:**

**\*\*FAST Recreation Partner (#316 hourly)** - Candidate must possess experiences working with large groups of children. Candidate must be able to organize quality, creative structured age-appropriate activities which will contribute to the development of the participant. Must work effectively in a team environment. Bachelor's degree preferred. Part time, limited hours. Must be able to work evenings and available for 12 weekend events a year. Position available at the Heritage Elementary FAST site. **Hourly Rate: \$16.00; Deadline: 8/13/10**

**Bachelors in psychology or related field required with one year of clinical experience highly preferred:**

**Adult and Family Services:**

**Clinician (#004FT) – MH Case Management** - Are you seeking meaningful work with adults with Mental Health issues? You can make a difference by joining our team of professional Case Managers who work closely with Psychiatrists and other community professionals. Primary responsibility is to provide direct service contact to link individuals to needed resources as well as completing required documentation within specified time frames. Position requires a Bachelor's degree in a human services field; with one year of clinical experience being highly

preferred. Supervision available toward QMHP. A valid driver's license is required. Excellent training is provided. Sign-on Incentive available.

**Starting salary of up to \$35,186 (DOE). Posting 3/1/09 as Open Until filled**

**Bachelor's degree in a human service field with one year of related experience required:**

**Adult and Family Services:**

**Clinician (#412FT) – Bedford CC** - Rewarding opportunity to work with severely mentally ill and/or persons with substance abuse disorders in rural setting. Duties primarily include providing case management services to consumers. Candidate must possess good documentation and communication skills. A Bachelors degree in a human services field with one year of related clinical experience is required or a Bachelors degree in any field, with an Associates degree in a human services field and three years of clinical experience. Valid driver's license required. **Starting salary of up to \$35,186 (DOE); Posting 6/20/10 as Open Until Filled**

**Master's degree required with one year of relevant job experience:**

**Adult and Family Services:**

**Coordinator of Program Development – (#528FT) – Courtland Center** - researches appropriate state and federal Requests for Proposals. Completes Requests for Proposals in order to secure funding for existing programs in the Adult and Family Department. Collaborates with community agencies to secure funding for regional programs. Coordinates fundraising efforts. Assists in the development of contracts for preferred provider services. Assists in the management of program development through contracts and grants developed by the Coordinator. Conducts fundraising and community education events for the Department. Provides education, training, and program marketing services for area businesses, colleges, agencies, the community and Department staff. Knowledge, skills, and abilities related to aforementioned duties required with at least one year of experience in grant writing and research. A Master's degree in a related field is required. A valid driver's license is required. **Entry: \$38,151 (DOE); Posting 5/23/10 as Open Until Filled**

**A Master's degree in a human service field with additional experience required with licensure being preferred:**

**Adult and Family Services:**

**\*\*Clinician (#602FT) – PACT** - as part of a multidisciplinary team, assess, develop, coordinate and provide treatment, rehabilitation and support services to clients with severe and persistent mental illness. Services are primarily provided in the community. A Master's degree is required in a human services field from an accredited program (program must be at least 48 course hours toward licensure). With licensure and licensure eligible being highly preferred, Pre-screener certification must also be obtained. On-call is required with a \$5,941 on-call stipend. A valid driver's license is required. **Starting Salary of up to: \$35,186 (DOE); Deadline: 8/13/10**

**Child and Family Services:**

**\*\*Site Supervisor (#340FT) – School Based Mental Health Program** - Provides management clinical training, and oversight to innovative behavioral healthcare program imbedded in the school. Operational duties include supervising a staff of Clinicians as well as providing individual and group therapy to identified clients. Collaborates with school administrative and teaching staff to meet program and individual treatment goals of children whose behavioral and emotional problems interfere with school performance. Clinical supervision for licensure is available. Knowledge of child/human development and intervention skills is required along with a Master's degree in psychology or a related field and one year of clinical experience. Licensure or licensure eligible is highly preferred. Opportunity for on call stipend is available. A valid driver's license is required. **Starting Salary of up to: \$35,186; (DOE) Deadline: 8/13/10**

**\*\*Licensed Clinician (#387FT) – Intensive In-Home – Campbell County** - clinician will provide assessments, case-management and therapy to children and their families in a clinic, school, home, or a community setting. A Masters degree with licensure in counseling or social work is required along with 2-3 years of related experience. A valid driver's license is required. A stipend is available for providing On-call services. **Starting salary of up to \$38,151 (DOE); Deadline: 8/13/10**

**Clinician (#125FT) - Intensive In-Home –Bedford** - to provide assessments, case-management and therapy to children (ages 3-20) and their families in a clinic, school, home, or community setting. A Master's degree in a

human service field along with one year of clinical experience is required. A valid driver's license is also required. A stipend is available for participating in On-Call rotation.

**Starting salary of up to \$35,186 (DOE); Posting 2/28/09 as Open Until Filled**

**Clinician (#388FT) - Intensive In-Home – Appomattox** - to provide assessments, case-management and therapy to children (ages 3-20) and their families in a clinic, school, home, or community setting. A Master's degree in a human service field along with one year of clinical experience is required. A valid driver's license is also required. A stipend is available for participating in On-Call rotation.

**Starting salary of up to \$35,186 (DOE); Posting 2/28/09 as Open Until Filled**

**Clinician (#386FT) – Kindred Homes** - Come join an exciting team implementing a nationally recognized behavioral treatment model in conjunction with the Oregon Social Learning Center. Our program is seeking energetic, creative, dedicated individuals to provide intensive mental health services to children and families in a community setting. Position performs assessments, routine evaluations and individual and/or family therapy sessions which will include maintaining a case load of therapy/counseling cases; documentation of service provision and working in a team to accomplish program goals. Position offers a flexible work schedule, clinical supervision by a LPC/LCSW, mileage reimbursement, and on-going professional development. This position requires a Master's degree in human services with one year of experience working with children and families. Licensure is preferred. An additional stipend is available for qualified persons participating in On-Call services.

**Starting salary of up to \$35,186 (DOE); Posting 1/24/10 as Open Until Filled**

### **Licensure Required:**

#### Adult and Family Services:

**\*\*RN (#651 hourly) – AFS** - responsible for the overall medical care and supervision of adult mental health clients according to the physician's orders and the policies of the agency and the department. Knowledge of mental health and psychotropic medications is required. Must be licensed by the Virginia Board of Nursing with a valid driver's license. **Hourly Rate: \$21.00 (DOE); Deadline: 8/13/10**

#### Child and Family Services:

**\*\*Clinical Coordinator II (#40FT) - Intensive In-Home – (Campbell County)** - to provide assessments, case management, and therapy to children (ages 3-20) and their families in a clinic, school, home, or community setting. Will also plan, organize, and oversee the delivery of assigned services, including the supervision of staff. A Master's degree in Human Services; Psychology; Counseling; or Clinical Social Work is required along with licensure as a LPC or LCSW. A valid driver's license is required. **Entry: \$44,852 (DOE); Deadline: 8/13/10**

**\*\*Program Manager A (#265FT) – Mobile Crisis Team** - Licensed Professional Counselor needed for an exciting position to head a new Mobile Crisis team providing services to children and teens! Position offers free licensure renewal and great benefits. Position includes supervision of a team of counselors, treatment planning and service scheduling among other duties. A great opportunity for variety in a positive team atmosphere! A valid driver's license is required. **Entry: \$41,366 (DOE); Deadline: 8/13/10**

### **Psychiatrist Recruitment:**

Central Virginia Community Services one of Central VA's largest community mental health center's is currently seeking two **FT Child Psychiatrist (#79FT) or (#335FT)**, to provide direct services to children and adolescents. These positions will be responsible for providing psychiatric evaluations, consultations and medication management services to children and adolescent consumers in an outpatient clinic setting, serving Lynchburg and the surrounding counties. Excellent clinical, documentation and communication skills are needed. BC/BE. Please forward CV to **Kathy Stone at [Kathy.stone@cvcbs.org](mailto:Kathy.stone@cvcbs.org)**. Central Virginia Community Services offers a competitive salary with an excellent benefit package that includes medical, dental, and vision insurance; participation in the Virginia Retirement System; participation in additional annuity plans; with a generous leave policy and educational benefits. These positions also offer reasonable work hours with a Monday – Friday schedule, in a congenial work atmosphere. Lynchburg, VA is a historic and attractive city with many amenities available throughout the city and surrounding counties. Located in the beautiful foothills of the Blue Ridge Mountains, Lynchburg has something to offer everyone!

CVCS offers a generous benefit program for eligible employees including: participation in the Virginia Retirement System; life, medical and dental insurance; and a liberal vacation, holiday and sick leave package.

Applications can be obtained from our website: [www.cvcsb.org](http://www.cvcsb.org)  
Please indicate position name and number applying for and send to:  
Human Resources Office,  
Central Virginia Community Services  
2241 Langhorne Rd., Lynchburg, VA 24501

Applications received incomplete or after the deadline will not be considered.  
Resumes are not accepted. EOE/D/V

## Contract positions:

# Open Your Heart, Open Your Home

## At-Risk Youth in Central Virginia Need Safe, Nurturing Homes Now!

Become a Professional Parent with the Kindred Homes Program. We're looking for individuals and couples who want to work as part of a positive, creative team improving the lives of children in need of temporary homes.

### Some Benefits:

- 24/7 On-call availability
- Weekly Support Meetings
- Monthly Respite
- Up to \$3500/mo income potential
- Paid vacation after 1 year
- Use of internationally recognized model avoids power struggles

### Some Requirements:

- ✓ Compassion, humor and willingness to accept a child into your home
- ✓ At least 25 years old with a reliable vehicle
- ✓ A spare bedroom at least 8x10 and one full bath for every 4 people
- ✓ Ability to carry out daily point/level system and work collaboratively

For More Information call:  
**(434) 455-3526**

A Program of Central Virginia Community Services