
EMPLOYMENT OPPORTUNITIES

Date Advertised: 12/5/10

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:

Administration:

****Client Accounts Assistant - (#904FT)** – A/R medical posting and billing – is responsible for processing and posting medical insurance remittance vouchers from Medicare, third party insurance and private pay sources to the appropriate consumer account. Maintains receipt books, post credit card payments, prepares daily control sheets, and reconciles daily deposits with receipts from other agency locations. Position requires demonstrated skills in the areas of customer service, attention to detail and accurate data entry. Excellent communication and computer skills are required, especially in the use of Microsoft Excel. Position requires knowledge, skills and abilities comparable to that of a high school graduate with at least 3 years of accounts receivable experience. Training or previous work experience in medical billing and remittance is highly preferred. A valid driver's license is required. **Entry: \$22,811 (DOE); Posting 12/5/10 as Open Until Filled**

Adult and Family Services:

****Residential Technician (#501FT) Altavista GH** - 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. Certifications in First Aid, CPR, behavior management, and medication administration is highly preferred. **Entry: \$21,039 (DOE); Deadline: 12/17/10**

****Residential Support Provider (#752 hourly) – Altavista GH** – 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. **Hourly Rate: \$9.00 - \$11.00 (DOE) Deadline: 12/17/10**

Transportation Drivers (#837 & 838 hourly) -- to provide transportation for adults with disabilities to and from program sites. Must have the ability to operate a fifteen passenger van and/or a ten passenger vehicle with wheelchair lift. Must be able to follow directions and designated routes; and be able to assist adults with ambulation problems or who are in a wheelchairs in and out of the vehicle. Will also need to be able to pump gas into the vehicle using computerized pumps, to conduct routine vehicle safety checks (tires, oil and fire extinguishers). Must also be able to respond to emergencies using a two way radio and/or cell phone and have the ability to effectively communicate with adults and their families. Knowledge, skills, and abilities comparable to that of a high school graduate are required, along with at least three months of relevant driving experience. An acceptable driving record is required with experience working with adults with disabilities being preferred. **Hourly Rate: \$9.25; Deadline: 12/10/10**

Residential Support Provider (#673 & 793 hourly) – Courtland - to monitor adult residential environment by providing supervision of clients, therapeutic activities, accurate documentation and crisis management. Prefer experience working with the substance abuse population. Knowledge, skills, and abilities comparable to a high school graduate. Certification in first aid, CPR, and medication training preferred. A valid driver's license is required. Shift work and some weekends required. **Hourly Rate: \$9.00 - \$11.00 (DOE); Deadline: 12/10/10**

Child and Family Services:

****FAST Recreation Partner (#365 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 participants. Must work effectively in a team environment. A Bachelor's degree is preferred. Part time limited hours. Must be available to work evenings and occasional weekend hours. Flexible schedule mostly evenings and an occasional 3-5 hour weekend shift. Position available at R.S. Payne Elementary School. **Hourly Rate: \$16.00; Posting 12/5/10 as Open Until Filled**

Bachelor's degree with one year of related experience required:

Administration:

Community Relations Specialist – (#956FT) – Administration – will work under the direction of the CEO in developing a marketing plan for Central Virginia Community Services. Will coordinate public relations, communications, agency participation in local events and fundraising events; develop/maintain displays and serve as the agency's media spokesperson as well as follow state and federal legislative developments that may impact the agency. Strong computer skills with expertise working with the Microsoft Office Suite is required along with experience working with social networking sites like Facebook and Twitter. A Bachelor's degree in Journalism, Communications, Public Relations or a related field is required along with prior experience working in a professional capacity with marketing, public relations, or governmental affairs. Experience working with behavioral health, healthcare or human services programs is highly preferred. A valid driver's license is required. **Entry: \$41,366 (DOE); Posting 11/28/10 as Open Until filled**

Child and Family Services:

****FAST Family Advocate Partner (#227 hourly)** – Candidate must have experience working with families of various backgrounds; ability to build rapport with families and have extensive knowledge of community resources. Candidate must also possess leadership skills and work effectively in a team environment. Bachelor's Degree required, Master's preferred. Part time limited hours. Must be able to work evenings and occasional weekend hours. Position available at Appomattox Primary School. Valid driver's license required. **Hourly Rate: \$16.00; Posting 12/5/10 as Open Until Filled**

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

Child and Family Services:

****Clinician (#297 & 361FT) – School Based Mental Health Program** - provide services in school and community settings. A Bachelor's degree in a human service field is required, with one year of clinical experience working with children being preferred. A valid driver's license is required. **Starting salary of up to \$35,186 (DOE); Deadline: 12/17/10**

****Clinician (#119 & 249 hourly) – School Based Mental Health Program** - provide services in school, and community settings. A Bachelor's degree in a human service field is required with one year experience being preferred. A valid driver's license is required. **Hourly Rate: \$13.00 - \$15.00 (DOE); Deadline: 12/17/10**

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

Child and Family Services:

****Clinician (#287FT) - Case Management** - provides case management to children, adolescents and their families which includes direct care services, linking to needed resources, and completing required documentation within specified time frames. Position requires a Bachelor's degree in a human services field with one year of related clinical experience. A valid driver's license is required. **Starting salary of up to \$35,186 (DOE); Deadline: 12/17/10**

Adult and Family Services:

Clinician (#580FT) – MH Case Management – Medicaid Spend-down— Are you seeking meaningful work in a fast paced environment working with adults with Mental Health issues? Primary responsibility is to link individuals to Medicaid Spend-down as well as completing required documentation within specified time frames. Position requires a Bachelor's degree in a human services field with 1 year of clinical experience working with adults with mental health disabilities. A valid driver's license is required. Excellent training is provided. **Starting salary of up to \$35,186 (DOE). Posting 11/21/10 as Open Until filled**

Clinician (#606PT – 30hrs per week) – PACT - as part of a multidisciplinary team, assess, develops, coordinates and provides treatment, rehabilitation and support services to clients with severe and persistent mental illness. Services are primarily provided in the community. Position requires a Bachelor's degree in a human services field including: social work, gerontology, psychology, psychiatric rehabilitation, special education, sociology, counseling, vocational rehabilitation, and human services counseling. Position requires one year of clinical experience working directly with adults diagnosed with a mental illness. Clinical experience includes: supervised internships, practicums, and field experience. A valid driver's license is required. Excellent training is provided. **Starting Salary of up to: \$28,149 (DOE); Posting 11/7/10 as Open Until Filled**

Clinician (#004FT) – MH Case Management - Are you seeking meaningful human services work with adults in a stable work environment? Do you want to work closely with Psychiatrists and other community professionals? Primary responsibility is to coordinate services and link adults to needed resources. Position requires a Bachelor's degree in a human services field including: social work, gerontology, psychology, psychiatric rehabilitation, special education, sociology, counseling, vocational rehabilitation, and human services counseling. Position requires one year of clinical experience working with adults or a Bachelor's degree and certification by the VAPRA (International Association of Psychosocial Rehabilitation Services) (IAPRS) as a certified Psychiatric Rehabilitation Practitioner (CPRP). Higher compensation for Masters, license applied for with Board of Health Professions. Incentives are available, including clinical supervision, education assistance, and retention compensation. A valid driver's license is required. **Starting salary of up to \$35,186 (DOE); Posting 3/1/09 as Open Until filled**

Clinician (#419FT) – Hudson House – position requires considerable knowledge of the principles and practices used in the evaluation and treatment plans of persons with mental illness. This position also provides administrative support to Hudson House. A Bachelor's degree in a human services field is required with one year of clinical experience in social work services; SA or MH. Occasional evenings and Saturdays are required for special events. A valid driver's license is required. **Starting salary of up to \$35,186 (DOE); Posting 8/15/10 as Open Until Filled**

Clinician (#411, 633, & 722FT) – Bedford CC - Are you seeking meaningful human services work with adults in a stable work environment? Do you want to work closely with Psychiatrists and other community professionals? Primary responsibility is to coordinate services and link adults to needed resources. Position requires a Bachelor's degree in a human services field including: social work, gerontology, psychology, psychiatric rehabilitation, special education, sociology, counseling, vocational rehabilitation, and human services counseling. Position requires one year of clinical experience working with adults or a Bachelor's degree and certification by the VAPRA (International Association of Psychosocial Rehabilitation Services) (IAPRS) as a certified Psychiatric Rehabilitation Practitioner (CPRP). Higher compensation for Masters, license applied for with Board of Health Professions. Incentives are available, including clinical supervision, education assistance, and retention compensation. A valid driver's license is 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 new and 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: \$35,186 (DOE); Posting 5/23/10 as Open Until Filled**

A Master's degree in a human service field with one year of experience is required with licensure being preferred:

Adult and Family Services:

Clinician (#603 & 762FT) – 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); Posting 11/7/10 as Open Until Filled

Child and Family Services:

****Clinician (#88FT) – Outpatient** – position provides mental health and/or substance abuse treatment to children, adolescents and their families. Position offers flexible work schedule, weekly licensed clinical supervision, and ongoing professional training. This position requires a Master's degree in a human service field with at least one year of related clinical experience. Licensure is preferred. A valid driver's license is required.

Starting Salary of up to: \$35,186; (DOE) Deadline: 12/17/10

Site Supervisor (#172, 197, 236, & 318FT) – 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: 12/10/10**

Clinician (#241FT) - Intensive In-Home - Lynchburg - clinician will provide assessments, case-management and counseling to children and their families in a clinic, school, home, or a community setting. A Masters degree in counseling or social work is required along with 1 year of related experience working with children. A valid driver's license is also required. A stipend is available for providing On-call services. **Starting salary of up to \$35,186 (DOE); Deadline: 12/10/10**

A Master's degree in a human service field with one year of experience is required with licensure eligible:

Clinician (#387FT) – Intensive In-Home – Campbell County - clinician will provide assessments, case-management and counseling to children and their families in a clinic, school, home, or a community setting. A Masters degree in counseling or social work is required along with 1 year of related experience. Licensure eligible is required. A valid driver's license is also required. A stipend is available for providing On-call services.

Starting salary of up to \$38,151 (DOE); Deadline: 12/17/10

Licensure Required:

Adult and Family Services:

Nurse - RN (#624FT) – Landover - 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. **Salary Negotiable (DOE); Deadline: 12/10/10**

Lead RN (#701FT) – Crisis Stabilization - responsible for the overall coverage/medical care and supervision during the night shift of Detox/crisis stabilization clients according to the physician's orders and the policies of the agency and the department. Must be licensed/certified with the state of Virginia. Knowledge of civil commitment procedures, chemical dependency procedures, and experience working with adult mental health are a plus. Position will work nights (7pm – 7am) and some weekend and holiday hours. A valid driver's license is required. **Salary Negotiable (DOE); Posting 11/7/10 as Open Until filled**

Clinical Coordinator I (#521FT) – Forensic Coordinator – Lynchburg Counseling Center — Adult and Family Services is seeking a Forensic Coordinator to organize and oversee service delivery; including supervision of staff, of the Forensic and Jail Diversion program. Services provided include weekly one on one and group counseling sessions at the jail, coordination of jail diversion case management, oversight of NGRJ cases, and provision of court-ordered restoration services. Position represents CVCS in coordination services with stakeholders and community partners involved in the Jail Alliance including the Blue Ridge Regional Jail and Community Corrections and Pretrial services. Position is responsible to ensure that all services rendered, and review, sign and approve billing. Position must provide training and support to staff persons. Demonstrated ability to work collaboratively with others, including community stakeholders is a requirement. The position offers the opportunity to organize and grow the Forensic and Jail Diversion program within Adult and Family services. Position requires a Master's degree in a human services field with licensure. License eligible as applied for with the Board of Health professions may be considered. A valid driver's license is required. Incentives for this position include clinical supervision, education assistance, a sign-on bonus, retention bonus, as well as a relocation package (when applicable). **Competitive salary commensurate with experience; Posting 10/3/10 as Open Until Filled**

Program Manager B (#408FT) – Bedford and Campbell County Counseling Center - responsible for the overall administration and oversight of the Mental Health Team at Bedford and Campbell County Counseling Centers. Work week is split between the two sites working out of one location two days a week and the other location three days a week. Monitors and ensures that all clinical and programmatic functions are in compliance with federal, state and local regulations. Supervises a team of professionals at both sites. Assumes accountability for program effectiveness. A Master's degree in a Human Service field with related work experience in clinical services is required. LPC or LCSW eligible with all necessary documents and supervision already filed with the board of licensure and supervisory experience required. A valid driver's license is required. Incentives for this position include a sign-on bonus, retention bonus, as well as a relocation package (when applicable). **Competitive salary commensurate with experience; Posting 8/8/10 as Open Until Filled**

Program Manager B (#605FT) – PACT (Program of Assertive Community Treatment) Team — The PACT Team is looking for a program manager to lead a multidisciplinary team serving the seriously mentally ill in the Lynchburg community. Duties include providing leadership, assessing, developing, coordinating and providing treatment, and rehabilitation and support services. Position directs the day-to-day clinical operations of the PACT team including managing a team of Clinicians, program budgeting, reviewing documentation, providing licensed clinical supervision to appropriate staff, and coordinating on-call services for the PACT team. A flexible schedule option is available with one weekend and one week of after hour's on-call being required every 8 – 10 weeks. A stipend of **\$5,941** is provided for On-Call services. A Master's degree in a human service field with 5 years of experience working with the seriously mentally ill is required along with Licensure as a LPC, LCSW, or LMFT. Previous experience as a supervisor of behavioral health services and/or PACT experience are preferred. A valid driver's license is required. Incentives for this position include a sign-on bonus, retention bonus, as well as a relocation package (when applicable). **Competitive salary commensurate with experience; Posting 8/22/10 as Open Until Filled**

RN (#783 hourly) – Crisis Stabilization— position offers a flexible schedule for those looking for extra money covering relief hours for our Crisis Stabilization unit. Position is responsible for the overall medical care and supervision of Detox/crisis stabilization clients according to the physician's orders and the policies of the agency and the department. Must be licensed/certified with the state of Virginia. Knowledge of civil commitment procedures, chemical dependency procedures, and experience working with adult mental health are a plus. A valid driver's license is required. **Hourly Rate: RN: \$21.00 (DOE); Posting 8/8/10 as Open Until Filled**

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
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**

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 \$4000/mo income potential
- Paid vacation after 1 year
- Use of internationally recognized model avoids power struggles

Some Requirements:

- ✓ Compassion, flexibility, 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 on becoming a
Professional Parent**

call: (434) 455-3526

A Program of Central Virginia Community Services