



## **BH/DS Clinician I #02130**

### **City of Virginia Beach – Job Description**

Date of Last Revision: November 3, 2025

**FLSA Status:** Non-Exempt

**Pay Plan:** General

**Grade:** 24

### **City of Virginia Beach Organizational Mission and Values**

The City of Virginia Beach exists to enhance the economic, educational, social, and physical quality of the community and provide sustainable municipal services which are valued by its citizens.

The City of Virginia Beach organization is based upon a belief in the democratic process of government. This belief provides meaningful ways for citizens, reflecting the diversity of our City, to contribute to the development of public policy. This process is enhanced by organizational values which guide member performance within the Virginia Beach Quality Service System. These values define our desired organizational culture. We value quality customer service; teamwork; leadership and learning; integrity; commitment; and inclusion and diversity.

### **Class Summary**

Perform basic clinical duties in a behavioral health (BH) or developmental services (DS) setting.

### **Representative Work Functions and Responsibilities**

- Gather and analyze data regarding a human problem to formulate appropriate recommendations to address client needs.
- In compliance with Medicaid and licensure certification standards, carry out a case management plan of action to resolve diverse client problems.
- In compliance with quality assurance, Medicaid, and licensure certification standards, coordinate documents and/or report all necessary supportive activities related to client service needs.

- Act in an advisory capacity to identify needs, intervention modalities, and resources for the purpose of enhancing clinical service provider's interventions in order to assist in efforts to improve client care and the community's ability to respond.
- Utilize and provide leadership to volunteers and staff in order to expand services to clients.
- Enhance occupational functioning in order to improve professional abilities to better serve clients.
- May supervise other clinical professionals, student interns, and volunteers to expand services to clients.
- Perform other job duties requiring skills, knowledge and physical requirements as demanded by those duties described or less. Individual assignments will be determined by the supervisor based on the current workloads and department needs.

## **Performance Standards**

- Perform initial intakes and routine assessments to determine client's interests, strengths, needs and evaluate progress.
- Develop routine service plans that are clear and quantitative and are individualized to the client's medication/medical/mental health/vocational/educational/recreational needs.
- Ensure all client reports and plans are in a format approved by the department's Quality Assurance division and in compliance with licensure standards.
- Stay abreast of licensure changes and funding agency requirements.
- Ensure availability of secure funding for services.
- Take necessary steps to meet program's fiscal goals by ensuring that billable services are properly rendered.
- Maintain assigned caseload and meet with clients based on required meeting schedule as established by the division and/or department (caseload sizes may vary by division and complexity of cases).
- Monitor client's attendance at meetings and follow up in cases of absenteeism.
- Make referrals utilizing fundamental techniques in gathering and analyzing data regarding a human problem with close supervision.
- Provide direct intervention as appropriate to achieve agreed upon goals under routine supervision.
- Develop natural supports through advocacy and role modeling and develop adaptive tools and strategies to facilitate skill acquisition.
- Identify routine needs for intervention when discussing client needs with one or more persons.

- Secure resources for clients including, but not limited to medication, medical, psychiatric, housing, financial, vocational, educational, recreational, transportation services, etc.
- Supervise volunteers and students with some guidance in the handling of clinical and administrative issues.
- Enter client data into the department's electronic health record application accurately and within required deadlines to ensure licensure compliance and timely billing submission and reimbursement.
- Create appropriate activities and maintain monthly activity calendar.
- May provide training and clinical supervision to Behavior Specialists and/or other staff in the development and/or implementation of appropriate goals for clients on their caseload that are consistent with client's individualized services plan.
- Make few decisions independently with most decisions made after routine consultation from higher level clinicians or supervisor.
- Pursue routine projects assigned by supervisor and complete them given considerable supervision.
- Maintain some expertise about difficult human problems through routine training involvement.
- May transport clients for community outings, appointments, and meetings as necessary for the provision of services in some positions.
- Abide by program policies and procedures, including exposure control and reporting procedures, confidentiality practices and observance of human rights regulations.
- May be responsible for ensuring safe and secure facility closure in some positions.
- May oversee the work of and provide guidance to Behavior Specialists and/or BH/DS Assistants in some divisional units.

## **Minimum Qualifications**

- BEHAVIORAL HEALTH POSITIONS: Requires a four (4) year degree in a human services field (such as psychology, behavioral or mental health, special education, social work) and one (1) year of experience providing the required knowledge, skills, and abilities associated with positions such as a Mental Health Counselor, Special Education Teacher or Social Worker OR any combination of education (above the high school level) and/or experience equivalent to five (5) years in fields utilizing the required knowledge, skills and abilities.
- DEVELOPMENTAL SERVICES POSITIONS: Requires a four (4) year degree in a human services field (such as psychology, mental health, special education, social work) and one (1) year of experience working with persons with intellectual disability OR any

combination of education (above the high school level) and/or experience equivalent to five (5) years in fields utilizing the required knowledge, skills and abilities working with persons with intellectual disability.

- Must have a current and valid driver's license.

## Special Requirements

- BEHAVIORAL HEALTH POSITIONS: May be required to meet QMHP-A (Qualified Mental Health Professional – Adult), QMHP-C (Qualified Mental Health Professional – Child), or QSACM (Qualified Substance Abuse Case Manager) requirements for some positions.
- DEVELOPMENTAL SERVICES: QDDP (Qualified Developmental Disabilities Professional) - Certified or Eligible may be required for some positions.
- ALL POSITIONS: All employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies.

## Working Conditions

Working conditions are intended to provide a general overview of the environmental conditions inherent in the job setting, as well as the physical, mental, and sensory requirements necessary to perform the essential functions of positions in the noted job title. A more detailed description will be made available at the position (PCN) level both internally and externally with all posted open positions.

*NOTE: Per HR Policy 6.19, Americans with Disabilities, the City follows the requirements of the Americans with Disabilities Act (ADA) in all hiring and employment decisions. The City shall not discriminate on the basis of disability in its hiring and employment practices. The City shall make reasonable accommodations for the known physical or mental limitations of a qualified applicant or employee with a disability upon request unless the accommodation would cause an undue hardship on the operation of the City's business.*

DISCLAIMER:

*This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.*