March 17, 2020

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 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.

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. These part-time positions will be limited to a maximum of 28 hours work per week and 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 per hour. (Position #2050)

Training Specialists (Full-time) – Day Support Programs – These full-time positions are located in the following three areas: Farmville VA, Kenbridge, VA and Charlette CH. The positions all involve working with individuals who have intensive support needs and behavioral challenges and all provide day support in independent living skills and vocational skills to adults with intellectual and developmental disabilities as well as keeping accurate and timely records. High School diploma or equivalent is required along with a valid Virginia Driver’s License. (Salary $12.06/hour) (Position #2085)

Case Manager (Mental Health/Substance Abuse) – This full-time split position is located in Cumberland and Farmville, VA and will provide case management services to adults with mental health/substance abuse. Emphasis will be placed on case management services for this position. 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 incumbent must possess the knowledge, skills and qualifications in the Case Management Licensing Regulations to fulfill the job requirements. The ideal incumbent 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 #2045)

Emergency Services Therapist – This full-time position is in Farmville, VA and is responsible for crisis intervention counseling, clinical assessments, hospital prescreening activities and consultation/education to the community. The incumbent must possess the knowledge, skills and abilities to fulfill the job requirements. You must have previous related work experience in the field of crisis intervention and emergency services. A graduate level degree in a human services field is required. The incumbents must also meet the minimum qualifications to become a Certified Pre-Screener. (Position #2090)
**Fiscal Technician – Account Receivable** – This full-time position is responsible for transportation billing and trip coordination. You will be responsible for direct data entry of claims for services rendered of all types within the agency’s scope of services, as assigned, researching and 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 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. A Bachelor’s Degree in a related field and experience in medical billing is preferred. (Position #2060)

**Van Driver:** We are seeking a Part-Time Van Driver. You will work a daily split shift of approximately 20-24 hours per week. You will be transporting individuals to and from our Day Support Program in Kenbridge, VA using an Agency vehicle. Work days will be Monday – Friday. The route will originate and end in Jetersville, VA. The daily split shift route starts at 7:45 AM for approximately 2.5 hours and then again at 2:45 PM for approximately 2.5 hours. You must be available to work a flexible schedule, have an acceptable driving record and a valid VA Driver’s license. (Position #1920)

**Secretary/Reimbursement Clerk** - This full-time floater position will be located primarily in the Farmville Clinic but will work at other locations as needed. This position will handle secretarial, administrative and reimbursement services within our Clinics. 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 #1930)

**Maintenance/Lawn Care** – This full-time position will work primarily be lawn care with some maintenance support. You must have an acceptable driving record and a valid VA Driver’s license (Position #

*Crossroads Community Services is an Equal Employment Opportunity Employer*