



Connections Wellness Group

Therapist 1

Position Description

Position Title: <i>Therapist 1</i>	Department: <i>Counseling</i>	Reports To: <i>Therapist 2</i>	Date Updated: <i>March 7, 2022</i>
--	---	--	--

POSITION SUMMARY

The Therapist 1 position oversees the quality of care delivered to their patients/clients. As a full-time clinician they maintain an average caseload of 20 to 40 patients/clients seen per week, depending on their identified pay structure. Contract-1099 Therapist 1 clinicians have variable caseload expectations. The therapist is responsible for providing psychotherapy and counseling therapies including group, individual and family therapy for patients/ clients struggling with psychiatric and substance use issues and ensures accurate and timely client documentation.

QUALIFICATIONS

Education: Master’s degree in social work, counseling or equivalent field.

License: Current unencumbered clinical license (LPC, LCSW, LMFT, or LP) per state of practice guidelines.

Experience: Experience working in private practice with individuals who struggle with mental health and substance use, or equivalent experience. Experience working in higher levels of care (inpatient, residential, PHP, IOP) preferred.

Additional Requirements: A thorough knowledge of and adherence to ethical guidelines as well as state and federal guidelines and compliance regulations (HIPAA, Mandated Reporting, etc.). Employees will also maintain adequate professional liability insurance.

PRIMARY RESPONSIBILITIES

1. Conducts individual, family, couples, and/or group therapy sessions to support clients regarding psychological, emotional, adjustment, substance use, or other identified problems.
2. Maintaining clinical outcomes and completing appropriate notes and/or paperwork for clients in a timely, accurate, and comprehensive manner.
3. Demonstrates a working knowledge of all clinical regulations, ethical obligations, and state and federal laws.
4. Adheres to note minimum 90% notes compliance. All notes are to be completed within 24-hours of the service provided.
5. Maintains a clinician cancellation rate of <5%
6. Participates in treatment team meetings, client collaborations, and reflective supervision when needed.
7. Participates as an active and supportive member of the CWG team, including completion of orientation, trainings, and relevant administrative duties.
8. Accurately reports metrics on a weekly basis.
9. Adheres to and strives to maintain clinical outcomes by having 25% of patients actively using the Trac9 system.

COMPLIANCE

1. Understands and adheres to facility compliance plan and code of conduct.
2. Respects confidentiality at all times; follows HIPAA guidelines for disclosing information.
3. Adheres to facility, department, corporate, personnel and standard policies and procedures.
4. Treats all patients, clients, visitors, and co-workers with dignity and respect.
5. Actively engages in the culture and support system of the company.

TEAMWORK

1. Takes initiative to help the team, and is flexible when asked to assist in other areas.
2. Consistently demonstrates positive and affirming behaviors even when addressing conflict or stressful situations.
3. Demonstrates concern for overall team and understands how their actions affect others. Shows a positive attitude and contributes to maintaining an enjoyable and productive work environment.
4. Maintains a healthy company culture by abstaining from unhealthy and detrimental behaviors such as spreading misinformation, participating in inappropriate conversations, or other misconduct.

CUSTOMER SERVICE

1. Assumes responsibility for maintaining a clean, safe environment. Demonstrates knowledge of the facility and services provided.
2. Is attentive to the needs of patients, clients, visitors, and other individuals who may be encountered in the course of CWG business. Engages in a positive manner and demonstrates appropriate responsiveness to these needs.
3. Communicates professionally via phone, email, or HIPAA compliant messaging with clients in a timely manner, and ensures continuity of quality care in regard to scheduling, referrals, and termination.
4. Provides superior customer service while maintaining appropriate therapeutic boundaries.
5. Demonstrates ability to listen to patient/client/customer concerns regarding problematic issues in a validating, non-defensive and solution focused manner.

ACCOUNTABILITY

1. Adheres to attendance requirements. Utilizes correct procedure for taking time off.
2. Attends departmental and staff meetings as required.
3. Is accountable and shows pride in work; strives to do more than the minimum required. Shows initiative and completes work in a timely and accurate manner consistent with CWG vision, values, purpose, and niche.
4. Acknowledges mistakes and demonstrates willingness to learn and correct them.
5. Demonstrates the unapologetic pursuit of unequivocal excellence by providing high quality patient/client outcomes, developing trusting relationships in the community, and fighting the stigma of mental health.

KNOWLEDGE, SKILLS, AND ABILITIES

1. Knowledge of and adherence to facility policies and procedures.
2. Must have excellent leadership and interpersonal communication skills to effectively communicate ideas/problems/instructions (oral and written) with patients/clients, employees, and CWG leadership staff members.
3. Ability to analyze situations, evaluate data, and recommend/implement courses of action that would improve the functioning of systems/processes they are involved in.
4. Ability to interpret, adapt and apply guidelines and procedures.
5. Ability to use good judgment and keep information confidential.
6. Ability to respond calmly and effectively in crisis and emergency situations.

PHYSICAL, MENTAL, AND SPECIAL DEMANDS

1. Ability to sit for long periods of time (8-10 hours).
2. Ability to reach above and below the waist, turn, twist and to manipulate small tools (copier, computer, telephone, typewriter, calculator, safe, facsimile machine).
3. Ability to read and understand handwritten and typewritten material.
4. Ability to handle a variety of repetitive tasks at a moderate level.
5. Ability to occasionally handle electrical, mechanical, or equipment emergencies.
6. Available to work varied hours (i.e. evenings) as agreed upon and provide support regarding patient/client safety and crisis situations after hours as needed.

7. Ability to handle multiple projects and tasks under deadlines and with short notice.

EMPLOYEE ACKNOWLEDGMENT:

I have received a copy of the position description and have read and understand the contents.

Staff Signature

Date