



Job Description – FT Licensed Outpatient Therapist

Position: Licensed Outpatient Therapist

Classification: Non-exempt

Status: Full-Time (equal to or more than 50 billable hours per pay period)

Essential Function: This position is responsible for providing mental health outpatient counseling to clients and completing all required documentation to keep clients' records updated according to legal/ethical guidelines of the profession. The clinician will strive to build a therapeutic rapport with their clients and provide appropriate evidenced-based treatment.

Daily Responsibilities and Duties:

Core duties and responsibilities include the following:

- Provide mental health therapy to clients within the scope of training/experience
- Provide case management services as necessary and/or communicate with other healthcare providers involved to advocate for other services as needed
- Respond to client crises as necessary and make recommendations to keep the client safe and ensure all company safety measures are followed
- Complete progress notes, with signature, and other documentation to keep client's record up to date within 48 hours of the session time
- Adhere to legal and ethical guidelines of the profession as well as adhere to "best practice" documentation and billing requirements
- Maintain a professional appearance and attitude in interactions with others
- Complete timesheet on a biweekly basis
- Develop a rapport with clients in order to facilitate a healthy therapeutic relationship
- Collect correct payments from clients and schedule ongoing appointments. All payments must be collected and entered into IvyPay within 48 hours of service.
- Receive regular clinical consultation from your selected clinical consultant/supervisor
- Demonstrate self-motivated attitude and ability to perform responsibilities of position with limited supervision
- Maintain open communication with other members of the team on a daily basis
- Demonstrate the ability to effectively multitask
- Follow and implement company policies and procedures as outlined in the company Employee Handbook
- Keep work area clean and organized
- Demonstrate a willingness to learn new skills and techniques and display a teachable attitude when learning a new skill
- Perform related work as assigned

Essential Skills Needed:

The following describe the preferred skills, knowledge, and abilities needed to successfully perform the duties of the position:



- Possess excellent interpersonal skills; able to get along well with a diverse group of people, clients and co-workers.
- An adherence to following HIPAA laws and confidentiality standards pertaining to patient information.
- Make decisions independently based on what is best for clients and the company.
- Must be able to operate basic office equipment such as computer, copier, telephones, scanning, etc.
- Speak, write, read and understand the English language well enough to perform the essential duties of the job.
- Possess the dexterity to use the required tools to accomplish the tasks of the position.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee may be required to lift 10 lbs.

Must be able to hear, see, use arms and navigate around work areas.

Education/Experience Requirements:

- Masters in Psychology, Counseling, Marriage and Family Therapy, or Doctorate of Psychology or related field required.
- Active licensure in the State of Colorado (LPC, LCSW, LMFT, Licensed Psychologist).
- Possess and demonstrate sound clinical and professional judgement.
- Must be able to use computer software, such as electronic health record and Google Workspace

I have read and understand the duties discussed and listed above and I am able to work the schedule and carry out these duties and responsibilities. I also understand that my employment is "At Will".

Employee: _____ **Date:** _____