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**Licensed Outpatient Therapist Job Description**

| **Position:** Licensed Outpatient Therapist    **Department:** Clinical    **Reports To:** Clinical Supervisor | **Classification:** Non-exempt    **Status:** Full time (25 hours of Clinical Work + 5 hours of Administrative Work each workweek) |
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**Essential Functions:**​This position is responsible for providing mental health outpatient counseling to a caseload of at least 22-25 clients per week. Care for caseload includes providing mental health outpatient counseling and completing all required documentation to keep clients’ records updated according to legal/ethical guidelines of the profession.

**Daily Responsibilities and Duties:**

Core duties and responsibilities include the following:

* Provide mental health therapy to clients within the scope of training/experience/licensure
* 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
* Respond to client calls and/or e-mails within 24 hours during the business week
* Complete progress notes, with signature, and other documentation to keep client’s record up to date and submit billing within 24 hours of the session time
* Collect correct payments from clients and schedule ongoing appointments. All payments must be collected and entered into the EHR within 24 hours of the session.
* Develop a rapport with clients in order to facilitate a healthy therapeutic relationship
* Adhere to legal and ethical guidelines of the profession as well as adhere to documentation and billing requirements of insurance companies, and ensure team does the same
* Maintain a professional appearance and attitude in interactions with others
* Complete timesheet on a monthly basis
* Maintain Continuing Education credits and all necessary requirements to keep license active, and provide proof of the same to administrative staff for record keeping.
* 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; supervisees, clients and co-workers.
* An adherence to following HIPAA laws and confidentiality standards pertaining to patient information.
* Must be able to operate basic office equipment such as copiers, 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.
* Must demonstrate a strong work ethic
* Must demonstrate punctuality, timeliness, and maintain an organized schedule
* The ability to manage others
* Must possess excellent clinical judgment
* Must demonstrate tact, initiative, resourcefulness, a professional manner, enthusiasm, and a non-judgmental attitude
* Must understand the therapeutic process, understand confidentiality laws, and have strong knowledge of professional ethics
* Must be able to demonstrate compassionate care, and be able to communicate with persons from all educational and cultural backgrounds
* Must be professional in appearance and attitude

**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 required.
* LCMHCA, LCSWA, LMFTA, or Licensed Psychologist licensure for the State of North Carolina required.
* Possess and demonstrate sound clinical and professional judgment.
* Must be able to use computer software, such as electronic health record

**I have read and understood the duties discussed and listed above. I am able to work the assigned schedule and carry out these duties and responsibilities described above. I also understand that my employment will be “at will” in this role.**

**Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**