



## THERAPIST JOB DESCRIPTION

### AWAKENED HEART PDX

VISION: To create a kinder world.

VALUES: Ownership, Communication, Kindness

JOB DESCRIPTION: Client Care, Team Care, Leadership Care, Practice Care

Your performance reviews are evaluated by your fidelity to the job description and company values.

#### Client Care:

1. Maintain licensure to function in role as clinician.
2. Maintain a caseload of approximately 15-20 clients per week (optional).
  - a. A minimum of 22 clients per week over the period of a quarter qualifies for health insurance coverage.
3. Offer exceptional therapeutic care; provide assessment, diagnosis, treatment planning and ongoing care to clients.
4. Maintain documentation and access to records in a timely manner.
  - a. Progress notes are due w/in 24-48 hours;
  - b. Intake notes are due after the first visit. This is your "assessment."
  - c. Treatment plans are due after the first visit and before your next session. You may update and re-sign these at any time.
  - d. Treatment plans must be updated every 6 months.
5. Respond to and correct Billing Sheet requests within 1-2 business days of request.
6. Provide case management and referrals to community resources as needed.
7. Be on time for client sessions.
  - a. If running more than 1-2 minutes late, notify your clients immediately via email or text.
8. Reply to client email communication within 1-2 business days.
9. Inform clients about scheduling availability and when taking time off.
10. Provide crisis care and resources as needed.
11. Uphold values of anti-racism, diversity, equity, and inclusion.
12. Maintain continuing education requirements and pursue other educational and clinical opportunities to continue providing exceptional client care and customer service.
13. Coordinate and collaborate with other clinicians, multidisciplinary team members, and administrative support to provide proper therapeutic support and resources to clients as needed.
14. Maintain legal and ethical duties per licensure as well as HIPAA compliance in all therapist-client interactions.
15. Seek clinical consultation in crisis or otherwise challenging situations.
16. Maintain appropriate lines of communication and boundaries with clients.
17. Other duties as assigned.
18. Take care of yourself! A rested therapist is an effective therapist.

#### Team Care:

1. Attend Office Hours and Group Supervision/Staff Meetings on a regular basis.



2. Be on time for all staff meetings.
  - a. If running more than 5 minutes late, notify your colleague or meeting facilitator.
2. Collaborate with the multidisciplinary team as needed; be available to support others as needed.
3. Reply to email communication within 1-2 business days.
  - a. If you're not able to reply within 1-2 business days, please let your colleague(s) know the status of your reply.
3. Add resources to Team Shared Drive; direct others to resources if needed.
4. If desired, organize and/or participate in social outings, in-house trainings, and other group events.
5. Communicate with team members or leadership should a concern arise
6. Offer acknowledgement and gratitude when things go well.

#### Leadership Care:

1. Meet with your supervisor once per month, or another frequency otherwise determined, to staff cases or discuss operational, clinical, or otherwise issues.
2. Take questions to your supervisor or Clinic Manager first, then Ann Marie.
3. Maintain open lines of communication with Leadership.
4. Verbalize complaints or concerns about your supervisor or the organization to Clinic Manager.

#### Practice Care:

1. Independently problem-solve issues related to client care, operations, legal/ethical considerations, etc, before bringing them to Leadership.
2. Maintain HIPAA compliance and use practice supplied systems for anything client related or PHI related including company email, Theranest, iPlum, and LastPass (or a password manager system of your choice).
3. Maintain security of your devices.
4. Maintain tidiness in company office spaces and maintain appropriate privacy in home offices.