



# **PERSPECTIVES THERAPY SERVICES LLC**

**Counseling for Individuals, Couples and Families of all Ages & Stages**



## **JOB DESCRIPTION**

**TITLE:** Mental Health Therapist

**REPORTS TO:** Director of Clinical Services

**GENERAL DESCRIPTION:** A mental health therapist provides individual, group, couple, and family therapy in accordance with academic training, professional licensure requirements, ethical codes, and regulatory law and statutes. Clinical work refers to all duties that go along with a comprehensive treatment approach including: direct service, completion of clinical documentation, collaboration with ancillary treatment team members as needed, time for case consultation and clinical supervision.

### **EXPERIENCE AND QUALIFICATIONS:**

- Graduation from an accredited college or university with a master's or doctorate degree in psychology, social work, marriage and family therapy, professional counseling or equivalent
- Current and valid professional license issued from State of Michigan in respective mental health clinical area (i.e. LMSW, LPC, LMFT, LP, LLP)
- Understanding and utilization of evidence-based behavioral health treatments
- Evidences mastery of a coherent theory and practice of psychotherapy
- Ability to use the language and methodology of differential diagnosis and familiarity with the contributions of various diagnostic tests
- Ability to assess a client's therapeutic needs, to establish a therapeutic relationship, and to conduct, complete, terminate, and evaluate that therapy
- Ability to effectively collaborative with other professional team members including, but not limited to, medical providers, school personnel, therapists outside of PTS, and case managers
- Ability and willingness to develop and cultivate his/her own caseload by representing PTS in the community and relating to referral sources
- Ability to establish and maintain appropriate personal and professional relationships and boundaries both within and outside PTS

### **ROLES AND RESPONSIBILITIES:**

- Provide the number of agreed upon clinical hours
- Represent the standards of his/her primary professional field and practice adherence to ethical standards
- Fulfill the mission of PTS through action; specifically this involves being mindful and intentional to maintain the highest level of professionalism, kindness, empathy, engagement in clear and respectful communication, and teamwork
- Maintain clinical records in keeping with practice policies and procedures (complete, accurate, timely – within 48 hours of session or less in crisis or high-risk situations)
- Fully utilize the electronic health records system chosen by PTS
- Practice exemplary time management which includes being on-site to prepare for clients at least 15 minutes before the scheduled appointment, and starting and ending therapy sessions on time
- Work cooperatively with the PTS billing team to collect appropriate fees associated with client accounts and regularly communicate concerns pertaining to insurance coverage, plans or account balances
- Work cooperatively with the PTS intake team to clearly communicate availability for new clients and scheduling
- Work collaboratively and communicating effectively and respectfully with staff colleagues, off-site treatment team providers, and referring professionals/sources
- Actively participate in team meetings and case consultations (as needed in accordance with clinical needs, or as required by PTS director, which includes being paid at a non-clinical rate)
- Attend administrative staff meetings, staff retreats, and other team building activities
- Adhere to HIPAA regulations established to protect client's protected health information (PHI); attend training to this end every 2 years offered by PTS
- Maintain his or her professional state license
- Other duties as assigned