

STILLWATER INTERFAITH COUNSELING CENTER

LICENSED THERAPIST

JOB SUMMARY

Responsible for scheduling and providing professional mental health care for clients, keeping secure electronic health records, collecting payments and/or billing insurance.

QUALIFICATIONS

- Master's Degree from a counseling-related program
- License with State of Oklahoma (LPC or LMFT preferred)
- Proficiency in Microsoft Office software
- Strong written and verbal communication skills
- Ability to multitask and prioritize activities

PHYSICAL REQUIREMENTS

- Able to speak clearly and distinctly, and to converse quietly with adequate hearing
- Adequate vision for reading and preparing written reports
- Adequate stamina to deal with stressful situations and complete the necessary work schedule
- Flexibility in schedule and work assignments

JOB RELATIONSHIPS & COMPETENCIES

- Reports directly to the Executive Director
- Contributes to a professional atmosphere in dress and conduct
- Consistently uses competent skills in oral and written communications
- Consistently performs duties in an independent manner with little or no supervision
- Collaborates with others regarding shared space or resources

PRINCIPLE JOB RESPONSIBILITIES

- Determines own suitability for meeting therapeutic needs of potential clients; offers referrals when indicated
- Manages session schedule, adding new clients when available to meet with them regularly
- Conducts initial intake/assessment, building therapeutic alliance with new clients and collaborating in developing an objective treatment plan that suits each client's goals
- Provides therapy in areas of training and competency, monitoring clients' progress
- Documents therapy sessions, including treatment provided and client improvement
- Responds in a timely manner to client communications via phone, text or email
- Adheres to the ethical standards of the profession at all times
- Plans for and completes continuing education as required for licensure; renews license yearly
- Participates regularly in peer consultation with other licensed therapists
- Provides information to Executive Director as requested for the support of the Center's mission and fundraising