



Psychotherapist

LSW/LAC/LPC/LMFT/LCSW

Job Description

Position Overview: Therapist will provide virtual and/or outpatient individual therapy to patients of SpeakEasy Counseling and Psychotherapy. Services include treatment of children, adolescents, adults, couples and/or families; clinician will be assigned clients in accordance with the clinician's area or expertise and preferred client populations.

Duties/Responsibilities:

- Perform in-office and/or virtual clinical counseling services to patients of SpeakEasy, as scheduled, and in accordance with company policies.
- Utilize Microsoft teams for our interoffice communication and utilize a SpeakEasy email address (will be provided to you).
- Create and utilize a Google voice line for phone communications.
- Regular and reliable attendance and timely arrival to work is required.
- Be properly licensed and abide by all laws, rules, regulations, and codes of ethics that are binding upon or applicable to the services performed for SpeakEasy.
- Manage your **current** client's scheduling and respond to their requests for service or calls within one business-day. **New clients** should be referred back to the practice to schedule and onboard.
- If necessary, communicate with a patient's treatment team (i.e., PCP, psychiatrist, school, etc.).
- Use the provided Simple Practice EHR to complete written records for each patient including, but not limited to: intake notes, progress notes, treatment plans, termination notes, contract notes, and other forms or documents which may be needed or required from time-to-time by SpeakEasy or third parties in conjunction with the treatment of the patient by Friday of each week at the latest. Keep patient files accurate and up to date.
- Attend quarterly staff meeting (SpeakEasy to provide sufficient time and flexibility for planning). If provisionally licensed, (LAC/LSW), attend weekly supervision.
- Comply with all policies, rules, and regulations set by SpeakEasy Counseling and Psychotherapy and in the Employee Manual.

Full-Time Positions

- Complete 28 weekly in-office and/or virtual clinical therapy sessions to patients of SpeakEasy, as scheduled, and in accordance with company policies.

- Attend biweekly staff meetings, weekly supervision (if provisionally licensed) and attend quarterly meetings or trainings (SpeakEasy to provide sufficient time and flexibility for planning).
- Assist with marketing efforts and program planning.
- Other duties as assigned.

Fee-for-Service Positions

- Attend quarterly staff meeting (SpeakEasy to provide sufficient time and flexibility for planning). If provisionally licensed, (LAC/LSW), attend weekly supervision.
- Minimum of five sessions per week.

Anti-Racist, Diversity, and Inclusion Statement

SpeakEasy commits to being an anti-racist and inclusive organization and are always trying to improve our way of working to be more diverse, inclusive and equal. The support we give to our clients should be impartial, neutral and universal and people of all walks of life should feel welcomed to work at or seek help from SpeakEasy.

SpeakEasy is guided by the professional values of social work, which include *dignity and worth of the person*, and *social justice*. To realize our core professional values, we must understand and commit to doing our part in abolishing racist and oppressive systems.

Professional Standards:

At SpeakEasy Counseling and Psychotherapy, professionalism is inextricably linked to our practice. There are many aspects of professionalism required for this position, including (but not limited to) the following:

- **Ethics:** Adhere to the professional code of ethics in place for your profession. Discuss ethical dilemmas with your supervisor or during supervision.
- **Competency:** Do not practice outside your scope and use evidence-based treatment models. Continue to become knowledgeable about additional theories and treatment models.
- **Social Media:** Be aware of the image you are presenting on social media. Clients and community members WILL google you; what they find will become a part of their perception of you during your professional relationship.
- **Collegiality:** Conduct and regulate counseling services in a professional manner so as to maintain and increase the good will and reputation of SpeakEasy. Be respectful of and cooperative and collaborative with co-workers.
- **Professional Appearance:** Look professional when working with clients or representing SpeakEasy in the community*

**Regarding professional appearance, we believe that all clients deserve to work with someone who looks and dresses professionally, but we also encourage you to express yourself through your individual style (including hair color, piercings, tattoos). That is why we have a specific and concise policy about appearance while working with clients or representing SpeakEasy in the community: please look like you “got ready” for work.*

