

THERAPIST

Location: Chicago
Reports To: Team Manager

Department: Clinical Services
FLSA Status: Exempt

SUMMARY

The Therapist position will provide counseling and therapy services to the LGBTQ+ community, and the ideal Therapist will have experience working with clients on multicultural, kink, polyamorous, and/or intersectional issues. The Therapist should have a high level of emotional intelligence and demonstrated multicultural competence in working with all facets of the LGBTQ+ community. Individuals with competence working with individuals with significant trauma histories, racialized trauma in/out of the workplace, and/or various disordered eating patterns are highly sought. The Therapist will build up and maintain a full-time, weekly average caseload of 25 scheduled client sessions per week based on a 49-week year.

While this position is based out of one of our offices in Chicago, travel to our other locations in the Chicagoland metropolitan area is expected from time to time. Currently, the position may be performed remotely from within Illinois.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This list of duties and responsibilities is not all inclusive and may be expanded to include other duties and responsibilities as the Clinical Director or Team Manager may deem necessary from time to time.

Clinical Responsibilities

- Build up to and maintain a 49-week average of 25 scheduled client sessions per week.
- Clinical duties may include conducting individual, couples/family, and/or group counseling, based upon clinical expertise and interest.
- Develop and implement therapeutic treatment plans.
- Provide clear and concise information to clients regarding IntraSpectrum Counseling's clinical programs, services, and resources.
- Consult with other counselors and supervisors as required and appropriate.
- Establish and maintain client case files and other pertinent and related client documents.
- Be an active member of the clinical team, participating in consultation pods, internal committees, and mentorship programs.
- Refer clients to appropriate internal and external resources as required and appropriate.
- Attend continuing education sessions, training, and case consultations on a regular basis.
- Meet session and other quantitative and qualitative operational and clinical performance goals.
- Maintain compliance with all requirements, policies, and procedures as set forth in the IntraSpectrum Counseling employee handbook and clinical manual.
- Timely and prompt completion of detailed case notes for clients.
- Timely and prompt completion and submission of all billing requirements as per practice policy.
- Maintain records according to practice policy.
- Adhere to ethical standards of practice.

Team and Administrative Responsibilities

- Maintain a minimum of 30 scheduled office hours per week. Maintaining 40 scheduled office hours per week is recommended.
- Commit to professional development.

- Participate in ongoing supervision with Team Manager, Clinical Director, and/or assigned clinical supervisor or mentor.
- Participate in regular employee meetings, including meetings with your Team Manager, team meetings, all clinician meetings, all staff meetings, and internal and external professional development opportunities.
- Be a strong voice for inclusion and belonging with internal and external audiences, championing our culture, mission, and values to audiences in all communities.
- Play a vital role in culture across the practice by supporting expansion efforts.
- Use of computer systems for booking client appointments, managing a client's electronic health record, retrieving relevant organizational and clinical information, and communicating with internal and external individuals.
- Provide general administrative support, such as preparing and updating reports, general filing, and calendaring; assist with ideas for streamlining and improving efficiency of the practice.
- Maintain positive and professional staff and client relationships; consistently demonstrate honesty and integrity through personal example.
- Maintain confidentiality and HIPAA compliance. Use discretion regarding sensitive information.
- Stay informed regarding research and best practices in clinical practice.
- Stay informed regarding relevant regulatory developments.
- Perform such other duties consistent with the position of Therapist as may be assigned from time to time.
- Maintain an openness to feedback.
- Ability to work nights and weekends.
- Regular and reliable attendance.
- Ability to travel upon request.

REQUIRED QUALIFICATIONS/EXPERIENCE

- Master's degree or higher in psychology, counseling, social work, or a related field is required.
- Maintain an active, unrestricted clinical license in the State of Illinois.
- Knowledge and understanding of HIPAA and related healthcare regulations and laws.
- Strict adherence to the ethical principles governing confidentiality and privacy legislation.
- Demonstrated excellence in interpersonal, verbal, and written communication skills.
- Demonstrated experience working with the LGBTQ+ community required.
- Ability and willingness to explore and process various aspects of intersectionality with clients is required. Previous experience working with clients on multicultural, kink, polyamorous, and/or intersectional issues strongly preferred.
- Fluency in a foreign language is strongly preferred but not required.
- Excellent consulting and case management skills.
- Able to establish effective working relationships across all organizational levels and with all practice personnel.
- Must be self-motivated and be able to work both independently and in a team environment to meet or exceed goals, with minimal coaching or supervision.
- Must display high levels of emotional intelligence.
- Must have a high degree of discretion in working with sensitive and confidential information.
- Strong project management, time-management, and multi-tasking skills with the ability to manage competing expectations, prioritize effectively and deliver high-quality, error-free work in a fast-paced environment.
- Must have strong organizational skills, including the ability to categorize, sort, and utilize information and/or materials in a meaningful, efficient, and logical manner.
- Must be able to confidently prioritize and reprioritize based on evolving needs or in response to new information.

- Ability to carefully proof all work and use proper grammar, spelling, syntax, punctuation, and sentence structure.
- A strong sense of professionalism about all aspects of the job, including appearance and demeanor.
- Must be accessible and comfortable with a virtual reporting structure for self and any direct reports.
- Must possess a growth mindset.
- Must possess ability and willingness to work in a for-profit, group practice environment.
- Must be able to work nights and weekends.
- Must be eligible to work in the United States.
- Must have reliable transportation.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk and hear and use hands and fingers to operate a computer and telephone. This position requires sitting for long periods of time and requires the ability to lift 20 pounds. The ability to work nights and weekends is required. The ability to travel as requested on occasion is required.

Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

EQUAL EMPLOYMENT OPPORTUNITY

IntraSpectrum Counseling is proud to be an Equal Employment Opportunity employer. We do not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability or other applicable legally protected characteristics.