



## THERAPIST

### APPLICATION

Please complete our application online at [by clicking here](#).

### SUMMARY

The Therapist will provide individual, group, relational, and family therapy services to the LGBTQ+ community. The ideal candidate will have experience working with clients on multicultural, kink, polyamorous, and/or intersectional issues and should have a high level of emotional intelligence, self-awareness, and demonstrated multicultural competence in working with all facets of the LGBTQ+ community. Individuals with interest, training, or experience working with individuals with significant trauma histories, including racialized trauma both in and out of the workplace, are highly sought.

The Therapist will report to the Clinical Director and will build up to and maintain a full-time, weekly average caseload of 25 scheduled client sessions per week based on a 49-week year, and the Therapist is expected to facilitate at least 1 group therapy session per week. Additionally, the Therapist is expected to engage in weekly group clinical consultation, monthly meetings with our Clinical Director and engage in ongoing research, training, and mentorship necessary to specialize in queer-focused, multicultural therapy.

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, due to the COVID-19 pandemic, 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 Chief Administrative Officer 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.
- Facilitate at least 1 group counseling session per week.
- Clinical duties may include conducting individual, relational, family, and/or group counseling, based upon clinical expertise and interest.
- Develop and implement therapeutic treatment plans.
- Participate in weekly group clinical consultation.
- Provide clear and concise information to clients regarding IntraSpectrum Counseling's clinical programs, services, policies, 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 handbooks and manuals.
- 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, legal, and regulatory standards of practice.

## **Team and Administrative Responsibilities**

- Maintain a minimum of 35 scheduled office hours per week. Maintaining 40 scheduled office hours per week is recommended.
- Commit to professional development.
- Participate in ongoing supervision with Clinical Director and/or assigned supervisor or mentor.
- Participate in regular employee meetings, including meetings with the Clinical Director, 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 by supporting efforts to expand access to clinical services.
- 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.
- Maintain positive and professional staff and client relationships, consistently demonstrating honesty and integrity through personal example.
- Maintain confidentiality and HIPAA compliance. Use discretion regarding sensitive information.
- Stay informed regarding research, best practices, and regulatory developments in clinical practice.
- Participate in and comply with IntraSpectrum Counseling's workplace vaccination program and requirements.
- Perform such other duties as may be assigned from time to time.
- Maintain an openness to feedback.
- Ability to work nights and weekends.
- Regular and reliable attendance.
- Willingness 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.
- Demonstrated excellence in interpersonal, verbal, and written communication skills.
- Demonstrated interest in working with the LGBTQ+ community required. Demonstrated training or experience in working with the LGBTQ+ community preferred.
- Ability and willingness to explore and process various aspects of intersectionality with clients is required. Demonstrated training or experience in working with clients on multicultural, kink, polyamorous, and/or intersectional issues is 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.
- Must display high levels of emotional intelligence and willingness and ability to engage in self-reflection.
- 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.
- Must be able to confidently prioritize and reprioritize based on evolving needs or in response to new information.
- Must have strong organizational skills, including the ability to categorize, sort, and utilize information and/or materials in a meaningful, efficient, and logical manner.
- 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.
- 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. Access to a car is not required.

### **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. This position requires the ability to stand, pull, and reach for various items of different weights and varying degrees of height. 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 of the position.

### **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.

### **REQUIRED MATERIALS**

- IntraSpectrum Application ([click here](#) or see website)
- CV/Resume
- Cover Letter
- Reference List (3 Clinical / 2 Professional)