



## Roanoke Park Counseling

<b>Title</b>	<b>Contract Therapist</b>
<b>Reports to</b>	Clinical Coordinator
<b>Status</b>	Contract
<b>Date Approved</b>	

### ***Purpose and Scope***

Contract therapists at Roanoke Park Counseling (RPC) are responsible to provide individual and group therapy sessions to RPC's clients as designated by the clinical coordinator and to adhere to the policies and responsibilities outlined in Section II (*Policies and Procedures for Independent Contractors*) of RPC's personnel policy.

Contract therapists at Roanoke Park Counseling are expected to demonstrate adherence to professional standards, applicable state and federal law and HIPAA regulations. Contract therapists are expected to uphold ethical standards of conduct in all services performed and to uphold RPC's mission and values in their work with clients, staff, and colleagues.

### ***Essential Responsibilities***

- Provide trauma-informed, person-centered individual and/ or couples therapy services to RPC's clients
- Complete chart paperwork in a timely manner including progress notes and treatment plan
- Collect payment from clients at time of service
- Record sessions and client payments
- Fill out bi-monthly time sheet of clinical work in timely manner
- Document and report any clinical incident or crisis to clinical coordinator within 24 hours.
- Report any known HIPAA violation or confidentiality breach to the clinical coordinator within 24 hours.
- Provide group therapy to RPC's clients, or willingness to be trained
- Be available for consultation with the clinical coordinator on a regular basis
- Attend and participate in monthly staff meeting.

### ***Skill, Education, and Experience***

- Master's degree
- Licensed in Washington State
- Minimum of 2 years providing individual therapy to adults with complex trauma
- Experience treating adult survivors of childhood sexual abuse preferred.
- Diverse cultural knowledge, competency, and experience
- Experience providing group therapy preferred