



Licensed Therapist Job Description

Abundance Therapy Center Inc. (ATC) is a community of helping professionals working to enhance the mental well being of kids, adults, families, and couples in our community. We are a fun, dynamic, and collaborative group of clinicians who value working collaboratively and helping improve the health and wellness of our communities.

Licensed therapist will provide outpatient individual, couple, family, and/or group therapy to patients of ATC with locations in Mid-Wilshire and Manhattan Beach serving the greater Los Angeles and South Bay areas. Therapy services include treatment of adults, children adolescents, couples and families. Treatment specialties may include: children, couples, trauma, EMDR, family, etc.

Reports to: Owner and Clinical Director.

Minimum Qualification Requirements:

- Master's Degree or Doctoral Degree in counseling or social work; and
- Active, unrestricted license (PhD, PsyD, LCSW, LMFT or LCPC) in the State of California (must be fully licensed). A copy must be provided to ATC.
- Available to hold at least 20 patient sessions per week, provided such sessions are available and referred/scheduled by ATC.

Other Qualification Preferences:

- Prior experience in a private practice setting.
- At least two years' experience post-unrestricted licensure.
- Have at least one niche market for counseling services (i.e., children, teens, trauma, anxiety, grief, anger management, etc.).
- Current approval as an in-network provider with the insurance we accept (MHN, Anthem Blue Cross, Aetna, Kaiser, Optum/United).

Hours:

Work hours and schedule may vary depending on patient and ATC needs. Hours include some nights and/or weekends. Therapist is not guaranteed a minimum number of patients or sessions per week. However, it is expected that Therapist will be available to hold at least 20 patient sessions per week, provided such sessions are available and referred/scheduled by ATC. Patient sessions are held in the offices of ATC.



Job Duties and Responsibilities:

1. Perform on-site clinical counseling services to patients of ATC, as scheduled, and in accordance with company policies.
2. Regular and reliable attendance and timely arrival to work is required.
3. 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 ATC.
4. Respond to patients' requests for service or calls within 24 hours whether such requests are made in person, by phone, voicemail, etc. or through the ATC website. Respond to such requests by meeting, evaluating, and providing services to such patients.
5. Communicate with a patient's treatment team (i.e., PCP, psychiatrist, school, etc.) as necessary.
6. Timely 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 ATC or third parties in conjunction with the treatment of the patient within a timely fashion (by Friday of each week). Keep patient files accurate and up to date.
7. Charge and collect payments from patients for services provided consistent with the policy and rate for such services as established by ATC.
8. Submit Dates of Service Forms in a timely manner for billing purposes.
9. Attend mandatory staff meetings and training as directed by ATC. Some meetings may be optional.
10. Conduct and regulate counseling services in a professional manner so as to maintain and increase the good will and reputation of ATC. Be respectful of and cooperative and collaborative with co-workers.
11. Other duties which may be assigned by ATC.