



COUNSELING SERVICE PLLC
98 Broadlawn Shopping Center
Ardmore, OK 73401
(O) 580.798.3650 (F) 855.237.6279

Job Description - Outpatient Therapist

Reports to the Clinical Director

Definition of Service:

The Outpatient Therapist provides outpatient therapy and related clinical services to adolescent, and/or adult clients and their families in office. This service is designed to meet the specific mental health needs of the identified clients as they relate to their diagnosis and can be provided home, office, school-based or other approved/appropriate community setting. Outpatient therapy includes psycho-educational activities/interventions designed to assist the client of the reduction of dysfunction. Services are provided with client-centered and family-centered approaches and are delivered through intensive, time-limited, goal specific interventions.

Essential Duties and Responsibilities:

- Provide services and conduct self in a manner consistent with the profession Code of Ethics.
- Assess or provide therapy, counseling, intervention and/or education to clients in a professional manner.
- Provide clinically appropriate treatment based on mental health assessment and treatment plans.
- Complete timely and accurate documentation. Meet audited tested requirements.
- Assure continuous reimbursable sessions for assigned clients.
- Fully participate in staff development opportunities offered to enhance professional growth, especially to maintain license, certification, or identified program performance skills.
- Participate in planned supervision and case consultation conferences. Come prepared with an agenda and keep supervisor informed.

Requirements:

- Master's degree in Mental Health, Counseling, Social Work or Psychology. A minimum of one years' experience preferred.
- Oklahoma licensed behavioral health counselor or under supervision behavioral health counselor. Private insurance credentialed is highly recommended.
- Support the organization's mission along with sensitivity of cultural and workplace harmony.
- Planning and time management and strong organizational skills.
- A valid driver's license along with access to a vehicle.
- Management of work processes along with strong computer skills for documentation purposes.
- Ability to maintain confidential information with in HIPAA guidelines and organizational policies.
- Ability to be flexible especially with scheduling and site locations and to perform and prioritize multiple functions and tasks.
- Communication along with professionalism.

Healing Hearts Counseling Service will not discriminate on the basis of age, gender identity, race, sexual orientation, color, sex, religion, disability or national origin.



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While performing the duties of this position, the employee/contractor is exposed to weather conditions prevalent at the time. The employee/contractor may experience exposure to dust, pollens, pollutants, fumes, and communicable diseases as related to the healthcare environment. The noise level in the work environment is usually mild.

Physical Requirements:

CLINICAL STAFF				
	Not Applicable	Occasionally	Frequently	Constantly
Stand		X		
Vision – near			X	
Vision- w/ assistance			X	
Walk			X	
Sit				X
Reach outward				X
Reach above shoulder		X		
Climb		X		
Crawl	X			
Squat/kneel	X			
Bend			X	
Lift/Carry				
10lbs or less			X	
11-20 lbs		X		
21-50 lbs		X		
51-100 lbs	X			
Over 100 lbs	X			
Push/Pull				
12-lbs or less		X		
13-25 lbs		X		
26 – 40 lbs	X			
21-100 lbs	X			
Not Applicable				
Not Applicable	Activity does not apply to this position			
Occasionally	Position requires this activity up to 33% of the time (0 – 2.5 hours per day)			
Frequently	Position requires this activity from 33%-66% of the time (2.5-5.5 hours per day)			
Constantly	Position requires this activity more than 66% of the time (5.5 hours + per day)			

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