

Job Summary:

The Licensed Marriage and Family Therapist/ Licensed Clinical Therapist will offer counseling and mental health services in the marital and family context. Maternal mental health and paternal mental health, as well as the safety and well-being of children ages 0-7 are the primary focus of this group practice. Services may include evaluation, diagnosis, and treatment of mental illness and other psychological issues. Services may be provided in-person at the office, in the field, and or via telehealth. The Licensed Marriage and Family Therapist/ Licensed Clinical Therapist will also function as the Quality Assurance Coordinator, dedicating 10 hours per week to that function. The Quality Assurance Coordinator is responsible for coordinating all aspect of quality for contract compliance, which include data collection and reporting.

This position is part of a team of clinical, support, and administrative staff, with a group practice who integrate Faith (Judeo-Christian), Modern Science, and age-old wisdom, in its work and service delivery. The person in this position is part of a group practice based on Judeo-Christian principles and values, within a framework of culture and diversity. The person in this position is not required to be a Judeo-Christian but must demonstrate natural innate qualities which are in alignment with faith-based principals and standards (i.e., kindness, fairness, truth and authenticity, dignity, respect, loving others as themselves, reliance on a higher source.), including the golden rule -do unto others as you would have them do unto you – loving others. The owner’s ultimate purpose through her businesses is to fulfill 2 basic principles: Loving God who is One, and loving others as we love ourselves.

Locations:

- Hybrid: In-person and remote option available, based on state guideline as related to COVID-19.
- Flexible schedule

Supervisory Responsibilities:

- None.

Duties/Responsibilities:

- Provides marital and family counseling including relationship, premarital, separation, divorce, and child counseling services.
- Provides individual therapy, family therapy, couples therapy, group therapy
- Provide training and psychoeducation within a workshop or conference setting.
- Gathers and analyzes information on family members through a variety of methods that may include observation, interviews, self-report inventories, group discussions, and/or formal assessments.
- Identifies problematic behavioral, communication, and relationship patterns.
- Collaborates with the family and/or individual family members to develop plans to positively manage and respond to issues; assists clients with replacing unhealthy or dysfunctional behaviors with healthy choices.

- Assists clients in developing new or strengthened communication skills and methods.
- Provides expert insight on how family dynamics affect psychological health.
- Diagnoses and applies appropriate treatments for psychological disorders.
- Identifies and provides appropriate psychotherapy for individuals, couples, and/or the entire family.
- Collaborates with clients to develop post-treatment activity plans.
- Refers clients to specialists for further treatment as appropriate.
- Develops and maintains accurate records regarding case progress, evaluations, and any further treatment recommendations.
- Drafts necessary paperwork to be submitted to insurance companies.
- Maintains compliance with ethical codes and standards.
- Maintains compliance to Medicaid (Medical) and commercial insurance documentation standard, including understanding medical necessity.
- Contribute to company's online presence in written, audio, or video format (i.e., blog, YouTube channel).
- Attend all staff and clinical meetings
- Performs other related duties as assigned.

Other Duties/Responsibilities as Quality Assurance Coordinator:

- Dedicate 10 hours per week to develop a quality assurance program to help the practice stay in compliance with payor source and quality service delivery.
- Work collaboratively with Administration and Clinical staff.
- Responsible for developing an internal audit system, in collaboration with Administration, where metrics, reports and data are gathered and managed, and report back to third party payers.
- Prepare for external audits in conjunction to third party payers.
- Ensure compliance with credentialing and training of staff
- Responsible for coordinating a health and safety committee.
- Work collaboratively with administration and other staff to develop clinical documentation training.
- Identify and implement processes to ensure highest standard of services care delivered by Clinical staff.
- Assist with the develop of policy and procedure manual, as related to service delivery.
- Establish relationship with key personnel at the federal, state, local level, including CCOs and commercial insurance.

Required Skills/Abilities:

- Ability to provide services within a cultural framework
- Ability to work effectively with those who may identify as people of color, mixed race/multi-ethnic/multi-cultural, interfaith, Christians, Jews, Muslims, and/or any other religion.
- Ability to provide services within a spiritual and/or faith-based framework
- Ability to connect with clients from shared personal life experience (i.e., mom/dad, husband/wife/partner, ethnic, culture, immigrant, or faith)
- Superior verbal and written communication skills.

- Compassionate and empathetic with a strong ability to establish and build trust.
- Excellent listening skills.
- Ability to remain calm and reassuring in tense situations and to de-escalate arguments.
- Thorough understanding of human behavior, various behavioral and affective disorders, and the diagnosis, treatment, and rehabilitation of these disorders.
- Organizational skills required to manage complex, deadline-driven paperwork including billing and insurance claims.
- Proficient with Microsoft Office Suite or related software.
- Proficient with Electronic Health Records, cloud-based system, and online work.
- Thorough understanding of applicable ethical codes and standards
- Up-to-date knowledge of state and federal guidelines and regulations, as related to the provision of mental health services, and the implementation procedures at the local county level.
- Up-to-date knowledge of CCO and managed care guidelines.
- Willingness to work within a setting where Judeo-Christian (Abrahamic) values and principles are the standards and foundations for what we do – Meaning accepting to learn and abide by those standards during the course of one's day to day work within the Group practice, regardless of one's personal values and beliefs, and behavior outside of work.

Preferred Skills/Abilities:

- Bilingual in Haitian Creole, French, Spanish or Portuguese
- Bilingual in any other languages
- Spiritually informed or spiritually discerned

Education and Experience:

- Master's degree in Counseling or Marriage and Family Therapy
- Current state license in Counseling/Therapy – Preference to MFTs
- Minimum 3 years of post-graduate experience
- Experience conducting clinical review and audits, as well as knowledge of federal and state regulations as related to clinical documentations and audit.
- Maintenance of malpractice insurance

Physical Requirements:

- Prolonged periods sitting, listening, and observing or working on a computer.
- Must be able to lift up to 15 pounds at times.