



Hawley Counselling
Judy Hawley, RSW, MSW, BSW, BSDS;
Montague, ON
Ph: 613-284-7920
JudyHawley@gmail.com
OCSWSSW # 825281

Informed Consent for Counseling Services

This document contains important information about my professional services. When you sign this document, it will also represent an agreement between us.

Qualifications

I have worked in social services since 2009, and have worked in a variety of settings which include low barrier, abstinence based treatment facilities, harm reduction agencies, schools, forensic treatment, hospitals, mobile crisis and outreach services.

I am a Registered, Clinical Social Worker with my MSW from the University of Waterloo. I have my Bachelor of Social Work and a Bachelor of Social Developmental Studies as well as a Social Service Work Diploma. I maintain ongoing learning with a number of certifications dealing with addictions, trauma, learning disabilities, concurrent disorders, personality disorders and more. I have historically registered with CCACF, CRPO as a psychotherapist as well as currently registered social worker with the OCSWSSW.

Therapeutic orientations I practice include Trauma Incident Reduction (TIR) and Unblocking, Brainspotting (BSP) as well as Expansion BSP, Motivational interviewing, DBT, CBT, Solution Focus therapy, Narrative, Mindfulness, Satir and always from a client focused, harm reduction and strengths based approach.

Goals

Client focused counseling means that we work on what you see as the issue and build from there. There can be different goals within counseling which can range from wanting to decrease anxiety and depressive symptoms, to developing healthy relationships, communication and boundaries, to abstinence or harm reduction with alcohol and/or drugs.

Risks/Benefits of Counseling

Counseling is an intensely personal process which can bring unpleasant memories or feelings such as grief, guilt, fear, loneliness, helplessness as the process of counseling is to discuss some of these feelings. However, benefits of counseling can include insight into your difficulties, more satisfaction with your life, learning to live in the present, as well as increased skills and tools for coping with what may happen. In therapy there is no guarantee this can happen. Counseling requires an active effort on your part, which includes doing work outside of our sessions.



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Appointments

Appointments will ordinarily be 50 minutes in duration. The time scheduled for your appointment is assigned to you and you alone. If another is joining please notify me in advanced. If you need to cancel or reschedule a session, I ask that you provide me with 24 hours' notice. If you miss a session without canceling, or cancel with less than 24 hour notice, you will have one exception. After this first missed session you will pay for the session missed in full. Most insurance providers do not provide payment for missed sessions. If you arrive late for the appointment your session will only last until the original 50 minutes ending. I will wait for 15 minutes for each session whether this is virtual or in person.

Contact

I am often not immediately available by telephone. I do not answer my phone when I am with clients or otherwise unavailable. At these times, you may leave a message on my confidential voice mail and your call will be returned as soon as possible.

If, for any number of unseen reasons, you do not hear from me or I am unable to reach you, and you feel you cannot wait for a return call or if you feel unable to keep yourself safe, contact your local or if in my area the Smiths Falls General Hospital and crisis line at 613-283-2170 or call 911.

I will accept texts for scheduling. Texting is not for counselling or crisis. Texting is widely used by clients to set up or to connect with questions regarding times for appointments. This is encouraged also as opposed to calling due to scheduling conflicts. I will respond to your call or text usually within a 24 hour time frame unless I have let you know that I will be away or unavailable for a longer time frame.

Fees

Fees are to be paid at the time of each session. Fees can be paid through online transfer to JudyHawley@gmail.com or cash (if in person session). I will work with you on a sliding scale with a minimum of \$180 per session and max \$250. The average price for a session is \$195. Generally sessions are more expensive if we are working on ADAT tools for treatment services because these are a lengthy process. The sliding scale depends on what you can afford, what treatment you require, and if you are insured or paying out of pocket.



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Confidentiality

Sessions are always confidential. This means I do not share notes, information or session details with anyone outside of ourselves or those who you have signed a release of information consent form. Although I keep notes these are kept in a manner to support our sessions and never as a means that could be used against clients. Notes are stored in a confidential place and the only exceptions to confidentiality would be:

- If a child is or may be at risk of abuse or neglect, or in need of protection;
- If I believe that you or another person is at clear risk of imminent harm;
- For the purpose of complying with a legal order such as a subpoena.

Accountability

I am registered with the Ontario College of Social Workers and Social Service Workers OCSWSSW # 825281. I carry private liability insurance.

Parents & Minors

For children 14 and under, I request an agreement between the client and the parents allowing me to share general information about treatment attendance, as well as a treatment summary upon completion of therapy. All other communication will require the child's agreement, unless I feel there is a safety concern (see also above section on Confidentiality for exceptions), in which case I will make every effort to notify the child of my intention to disclose information ahead of time and make every effort to handle any objections that are raised.

Telehealth / Virtual Sessions

Some therapies are different in person than they are virtually, however, all therapies are possible when there is a positive attunement between therapist and client even in virtual settings. As a client you will require a private, distraction free space. You will need to have your phone settings so that you are not receiving incoming texts or calls, or laptop free from message apps interrupting. It is convenient to have water, Kleenex and a blanket or comfortable space around you for sessions.

There is some setup required for therapies such as BSP to take place on the clients end. For this type of therapy you will require a device to play audio. I will as the therapist instruct you to locate some bilateral music to play. You will need headphones or ear buds to play this sound on, it will not work on speakers. The best headphones do not limit the outside environmental sounds – as you still need to hear me speaking.



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Other Rights

You have the right to considerate, safe and respectful care, without discrimination as to race, ethnicity, colour, gender, sexual orientation, age, religion, national origin, or source of payment. You have the right to ask questions about any aspects of therapy and about my specific training and experience. You have the right to expect that I will not have social or sexual relationships with clients or with former clients.

“My signature below confirms that I (the client) have read the above and understand its contents. I agree to abide by the provisions set forth above. Digital signatures are also accepted. You can print this document, sign and use an iphone (notes->photo->scan pdf) as well.

Client's Signature

Date

Therapist's Signature

Date

Consent for Treatment of Minors:

I/We _____ parent(s)/guardian(s) of _____,

who is under the age of 14, grant permission to _____ to

provide counselling to our daughter/son as a client.

Signature of Parent or Guardian: _____ Date: _____

Signature of Therapist: _____ Date: _____