



# Bee Counseling and Consulting

Building a community of mental resiliency.

## JOB DESCRIPTION - OUTPATIENT EARLY CHILDHOOD CLINICIAN - FULL TIME

Bee Counseling and Consulting is a mental health group practice agency located in Littleton Colorado, with community partners throughout the Denver Metro Area.

Visit our website to learn more: [www.beecounseling.com](http://www.beecounseling.com)

### Bee Counseling and Consulting's Company Mission, Vision and Values

#### **Vision:**

Building a community of mental resilience.

#### **Mission:**

Bee Counseling and Consulting's mission is to provide quality mental health and recovery services by offering individual, group, and family counseling, clinical supervision, and training. We are dedicated to resilience, connection, and engagement for the betterment of the community.

#### **Values:**

- We value the biopsychosocial model. We believe that behavioral health is influenced by biological, psychological, and social factors.
- We value that everyone is not defined by their symptoms or their diagnosis.
- We value collaboration among clinicians with different theoretical backgrounds and training.
- We appreciate the incorporation of diverse theoretical approaches in your work, recognizing that there is no one-size-fits-all solution. Instead, we emphasize the importance of meeting clients where they are and tailoring interventions to suit each individual client's needs.
- We value trauma-informed care understanding that 90% of clients in mental health care have reported experiencing trauma in their lifetime.
- We value the application of Evidence-based models of people who have been officially trained in those models.
- We prioritize a non-judgmental and affirming approach that respects individuals of all ages, cultures, races, religions, gender identities, ethnic backgrounds, and sexual orientations. We honor the diversity of humanity in its various expressions, lifestyles, and beliefs.
- We value there is no shame in being human, making mistakes and learning from those mistakes, which is how we grow.

Bee Counseling and Consulting is proud to be an equal opportunity employer that is committed to diversity and inclusion in the workplace and beyond. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic

information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits and training.

### **Unlicensed and Licensed Position Summary**

Provides individual counseling, intake assessments, family therapy as needed, couples counseling as trained, and group counseling. All Unlicensed Clinicians are overseen by a licensed clinician that reviews, observes, and provides direct supervision in these techniques and sessions. All clinicians and interns in practice perform referral calls, community outreach, and stay up to date on resources in the community when referring out. May perform other related tasks that are a part of the practice's operation.

The outpatient clinician is a clinical provider registered in DORA to be able to practice clinical interventions in the state of Colorado. Clinicians will be responsible for providing culturally competent, confidential empathetic therapeutic experience to 20 or more clients a week. In addition to clinical work, the clinician will partner with management to support recruiting and marketing aspects of the business.

Work is supervised by professional staff, and clinical work is supervised by a licensed clinician.

### **Requirements & Qualifications**

- Current and in good standing in State of Colorado DORA database holding one of the following:
  - LPC
  - LPCC
  - SWC
  - LSW
  - CSW is an LCSW
  - ACC is a CAS
  - ACD is a LAC
  - NLC is an Unlicensed Psychotherapist
  - Psy is a psychologist
  - MFT is LMFT
- Authorized to work in the United States.
- Availability to engage in 20+ hours of client appointments per week.
- Must have had an internship through a Masters Program.
- Strong ability to practice one or more of the following but not limited to CBT, EMDR, play therapy, and/or Sandtray.
- Must be open to work both in person and via telehealth.
- Majority of caseload in treatment of children between the age of 2-11.
- Co-facilitate, administration, and prep for group therapy and training as needed.

- Conduct intakes for groups and counseling services.
- See individual clients.
- Participate in consultation, supervision, training, and presentations provided and what is required based on licensure and DORA requirements.
- Provide valid driver's license and other forms of identification.
- Must pass a background check.
- Must adhere to HIPAA and field ethics, regulations, and rules.
- Other operational and clinical duties as assigned.
- Must not be listed in the SAM and OIG database.
- Must possess high standards for the quality of work that they provide, have a diligent work ethic, be highly professional and have excellent organizational skills.
- Must consider the client-therapist relationship an honor and deeply respect others. Must also value harmonious and authentic work relationships and display maturity in interpersonal relationships.
- Bee Counseling and Consulting values diversity among its team members and members of minority groups are encouraged to apply. All employees must value and honor diversity of gender, ethnicity, culture, spiritual beliefs and sexual orientation.
- Must be eager to learn how to become a successful business person by maintaining billable hour requirements, ability to be assertive and work well with clients.
- Agree to be paneled with Medicaid and other insurances with Bee Counseling and Consulting.
- Reliable and dependable attendance at scheduled meetings and sessions, including having dependable transportation.
- Maintain ethics and confidentiality of client information and Bee Counseling and Consulting proprietary information.
- Maintain a paper-free practice utilizing Bee Counseling and Consulting's EHR system.
- Demonstrate organized, professional skills in promptly answering calls and emails.
- Complete DAP notes, treatment plans, review of services, and discharges for the client's file based on our procedural timelines.
- Timely and accurately track work, billing, and collect payments.
- Follow Bee Counseling and Consulting's Employment, Procedures, and Practice Policies.
- Perform other duties as assigned (including but not limited to: authorization and billing forms, phone calls, participating in case consultation meetings, and maintaining a clean work environment).
- Skilled in working independently and implementing time management strategies.
- Maintain necessary personal self-care.
- Network within the behavioral health community, to maintain strong referral sources.

### **Knowledge, skills, and abilities**

- Knowledge and basic skills in counseling practices and methods.
- Ability to plan, implement, evaluate and report activities conducted.

- Effective communication in writing and preparing written and electronic documents.
- Ability to communicate orally, both in person, video, and telephone.
- Ability to be on site at the practice.
- Ability to establish rapport with others as a requisite for healthy and therapeutic relationships.
- Ability to present oneself in an appropriately personable and professional manner to clients, vendors, and staff.
- Ability to receive and utilize constructive feedback regarding performance, presentation, and relationships with others.
- Ability to be both consistent and flexible as circumstances warrant.
- Ability to effectively weigh and evaluate personal needs, client needs, and the aims and policies of the practice and to respond and negotiate these competing needs as appropriate.
- Ability to remain calm and supportive in psychological emergencies and/or crises when provided with appropriate supervision and direction.
- An enhanced level of self-awareness as to how you relate to others and an ability to effectively modulate this personal style as conditions warrant.
- Ability to communicate via computer email and online.

### **Wages and Benefits**

- W-2 employment status.
- Wages are based on licensure and each clinical hour provided and administrative pay. Income received, based on years of experience and level of specialization/certification. Expected annual income ranges for full-time employment 20+ clinical direct hours a week.
  - o Unlicensed Clinician: \$48,000-\$70,000
  - o Licensed Clinician: \$60,000-\$90,000
- Company provides options for medical, dental, and Aflac benefits for full-time employees.
- Paid Time Off benefit for full-time employment.
- Malpractice insurance.
- Supervision and consultation as needed based on licensure and DORA requirements.
- Top-notch specialized supervision from highly qualified Supervisors.
- A beautiful, professional healing space, HIPAA-compliant online counseling platform, email address, electronic health record, marketing support.

### **The physical and emotional demands of the position are:**

- Ability to stand, sit, talk, and hear for varying lengths of time.
- Ability to use hands and fingers to operate a computer and telephone for varying lengths of time.
- Ability to work at a computer for varying lengths of time.
- Excellent communication skills.
- Close vision required for computer work.
- Light lifting.
- Ability to work in light noise (sounds of computers, phone, and printers, light traffic).

- Ability to work in a confined area such as an office.
- Emotional maturity, judgment and honesty.
- Calmness and ability to withstand the stress of dealing with clients in emotional turmoil and crisis situations.

**Non-Solicitation Agreement:**

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the job.

Nothing herein is intended to create a contractual obligation on the part of Bee Counseling and Consulting. This Job Description is subject to change, at the discretion of Bee Counseling and Consulting. All employment is at will, as set forth in greater detail in Bee Counseling and Consulting's Policies.

My signature below indicates my understanding and agreement to the duties and requirements of the position noted above.

I understand and agree to the position description:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Typed or Printed)

Once signed, please submit to the HR Coordinator.