

Tierra Nueva Counseling Center, LLC
Full-time Professional Therapist/IOP Coordinator
JOB DESCRIPTION

REPORTS TO: Clinical Director of TNCC

SALARY: 50K-60K DOE

TYPE OF POSITION: Full-time 40 hours a week exempt, with benefits including healthcare, PTO, and simple IRA

WORK SCHEDULE: Must be willing to work at least one evening and/or Saturday per week

DUTIES AND RESPONSIBILITIES

- Follow guidelines and protocols as described in the TNCC Policy & Procedure Manual and Staff Handbook
- Conduct biopsychosocial and diagnostic assessments, treatment plans, and other necessary documentation in a timely, thorough, and professional manner that meets the standard of care
- Provide individual, family, group and/or couples therapy to assigned clients
- Carry case load of IOP clients
- Participate in mandated trainings for IOP Evidence Base Practices and Clinical Supervision
- Assess client progress, coordinate care with other providers when appropriate, and make community referrals as needed
- Record and maintain adequate electronic health records in a timely manner
- Use only assigned SWC email account and assigned soft phones for all work-related duties
- Attend supervision with clinical director commensurate with caseload
- Attends staff meetings as necessary for professional development, training, and continuous quality improvement and policy review

QUALIFICATIONS:

- Master's in Counseling, Art Therapy, Social Work, or the equivalent
- Must have LPCC, LCSW in the State of New Mexico or the equivalent
- Must have knowledge and experience with adults, couples, children, and families
- Bilingual (English Spanish) preferred
- Training in both Evidence Based Programs (EBP—EMDR, MI, Seeking Safety, Brain spotting, DBT) and Substance Use Treatment
- Must be able to bill Medicaid
- Must hold and maintain individual professional liability insurance with minimum limits of \$1 million/\$3 million
- Strong interpersonal skills and ability to work as part of a team
- Ability to work with culturally diverse students, staff, and clients
- Proficient with case documentation and electronic health record-keeping
- Positive and compassionate attitude
- Complete a criminal record / fingerprint check
- Must be proficient with telehealth and EHR

This position requires some in-person and on-site work and participation.

I have reviewed this job description and am able to fulfill all tasks and duties included in this job description.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____