



**TITLE: Clinical Therapist-Telehealth (Virtual)**

**DEPARTMENT/PROGRAM: Family Growth and Development**

**REPORTS TO: Clinical Director of Family Growth and Development**

**TYPE: Contractual Position (flexible hours)**

### **Summary**

The Telehealth Clinical Therapist will report to the Clinical Director and is responsible for counseling, reporting, administering, and delivering therapeutic services to individuals (kids, families, and adults) and families self-referred to Franklin Wright Settlements, Inc. The therapist will function as an independent contractor providing weekly telehealth services using a HIPAA compliant platform. Monthly consultations with the Clinical Director are required to determine the needs of clients and to develop treatment plans in response to those needs.

Providing therapy sessions, maintaining paper and electronic client files, offering support/resources to referred persons, and managing client caseloads are the primary job requirements and responsibilities for the telehealth Clinical Therapist.

### **Tasks and Responsibilities**

**1. Provide Counseling Services**

- Schedule/conduct one-on-one weekly counseling sessions.
- Maintain current treatment plans that address the therapeutic needs of the client.

**2. Reporting**

- Enter weekly case notes.
- Enter progress notes weekly, within 48 hours of service.

- Submit weekly client service hours.
- Keep accurate electronic/paper files.

### 3. **Supervision**

- Schedule monthly consults with Clinical Director to submit client paperwork, review case files, and conduct file reviews.

### **Qualifications**

- **Applicants must possess a State of Michigan Professional License (i.e., LMSW, LLMSW, LPC, LLPC, CAADC, CADC).**
- **Master's degree from an accredited program in one of the following related fields of study: Social Work; counseling and guidance; rehabilitation counseling, vocational counseling, psychology, pastoral counseling with approved counseling curriculum documented on transcript; family therapy, or any related field.**
- Applicants must have at least 3 years of experience in therapeutic services.
- Working knowledge of growth and development of children, adolescents, and adults must be documented via course work on transcript, certificates, or resume.
- Proof of current professional liability insurance
- Recent DHS Central Registry Clearance
- Resume
- Three references (two professional references and one personal reference).