Therapists at Covenant Family Solutions are responsible for providing high quality clinical services to patients and working effectively as a member of the clinical team. This position requires strong collaborative skills and a willingness to add value to the organization through marketing and community engagement. The provider assists the company’s management team in the achievement of the goals and plans of the organization.

**Job Responsibilities Include:**

**Assessment and Treatment Planning**

- Perform thorough initial intake sessions and make recommendations about appropriate level of care and treatment options. Record intake sessions via a written assessment within 24 hours of initial session ending that demonstrates medical necessity.
- Evaluate patients’ physical or mental condition, based on review of client information.
- Develop a treatment plan, based on clinical experience and knowledge, within 24 hours of the third session.
- Assess patients for suicide and other self-harm, as well as harm to others.
- Collaborate with other staff members to perform clinical assessments or develop treatment plans as necessary.

**Treatment and Termination**

- Provide high quality individual, couple, and family psychotherapy services to individuals, couples, and families to increase patient functioning.
- Guide patients in the development of skills or strategies for dealing with their issues.
- Accurately fill out and maintain patient-related paperwork, including federal and state mandated forms, client diagnostic records, and progress notes within the deadlines specified in the policy and procedure manual.
- Prepare and maintain all required treatment records and reports.
- Modify treatment activities or approaches as needed to comply with changes in patients’ status.
- Evaluate the effectiveness of counseling programs on patients' progress in resolving identified problems and moving towards defined objectives.
- Discuss with individual patients their plans for continued functioning after leaving therapy.
- Complete accurate discharge process (discharge/termination note, verify all documents are uploaded and notes completed, balance collected, etc.)

**Collaboration and Case Management**

- Monitor patients’ use of medications.
- Collaborate with physicians, psychiatrists, and other professionals to ensure collaborative care approach when deemed necessary.
- Gather information about community mental health needs or resources that could be used in conjunction with therapy.
- Refer patients or family members to community resources or to specialists as necessary.
• Act as client advocates to coordinate required services or to resolve emergency problems in crisis situations.

Professionalism and Professional Development

• Maintain confidentiality of records relating to patients’ treatment.
• Maintain an active caseload with 30 billable hours per week.
• Collect data from patients to feed back into the company’s efforts and initiatives.
• Learn about new developments in the counseling field by reading professional literature, attending courses, workshops, and trainings.
• Supervise graduate students/interns as needed.
• Maintain professionalism by dressing and presenting self appropriately, being on time, minimizing change/disruption of client schedule, keeping notes current, keeping office and desk tidy, providing comfortable atmosphere for patients in the office, and strict adherence to confidentiality, HIPAA, and the ethical code.
• Seek supervision through an approved supervisor in either a formal or informal supervisory relationship and/or case consultation with colleagues.
• Attend weekly staff meetings to address administrative issues and receive case consultation.
• Maintain professional liability coverage for the entire work period.

Promotion and Marketing

• Participate in regular networking efforts and community engagement.
• Engage in direct marketing activities such as leading webinars, lunch-n-learns, community presentations, etc.
• Participate in indirect marketing efforts such as writing newsletter items, information pieces for the website and possible mailings, and podcasts.
• Provide free phone consultations to potential patients.
• Other duties may be assigned.

Required Skills and Abilities:

• Daily punctual and exemplary attendance.
• Ability to work independently and efficiently with attention to detail.
• Excellent interpersonal skills and the ability to accept and integrate feedback.
• Demonstrated ability to make effective decisions and solve problems.
• Above average writing skills to assist in written communication with patients and case documentation.
• Proficient in the use of computers and word processing software.
• Establish and maintain interpersonal relationships – develop constructive and cooperative working relationships with others and maintain them over time.
• Make decisions and solve problems – Analyze information and evaluate results to choose the best solution and solve problems.
• Resolve conflicts and negotiate with others – Handle complaints, settle disputes, and resolve grievances and conflicts.
• Encourage and build mutual trust, respect, and cooperation among team members.
• Identify the developmental needs of others and coach, mentor, or otherwise help others to improve their knowledge or skills.
• Develop, design, or create new applications, ideas, relationships, systems, or products, including artistic contributions.
• Accept and utilize Covenant Family Solutions’ mission as a guideline for delivering services.
• When communicating with people outside the company, represent the company well to potential patients, referral sources, the public, and other external sources.
• Estimate size and quantity, or determine time, costs, resources, or materials needed to perform a particular work activity.
• Perform physical activities as needed that require lifting, balancing, walking, stooping, and/or handling of materials.

Education and Experience:

• A minimum of a Master’s degree and an active license in the State of Iowa as a Licensed or Temp Licensed Marital and Family Therapist, Licensed Clinical Psychologist or a Licensed Mental Health Counselor with experience in marriage and family therapy.

Apply by contacting:

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