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**JOB DESCRIPTION:
OUTPATIENT PSYCHOTHERAPIST
OR DUAL DISORDERS THERAPIST
Revised 11/13/2024**

1. Title of Position and Supervisor

Title: Psychotherapist

Organizational Unit: Outpatient Department

Clinical Supervisor: Assigned when hired

Reports to: Executive Director

Job Location: 3900 W. Brown Deer Rd and/or a satellite office and/or telehealth

Employment Type: W-2 Employee, Full or Part Time, Paid by production

Salary/Benefit Notes: Earnings will be by production, a percentage of the collections for clinician's clients, levels commensurate with level of licensing and other certifications such as *ATR, SAC-IT, SAC, CSAC, NCC, EMDR, AASECT certifications, to name some of the possible certifications. Attaining these certifications contributes to Shorehaven's concept of excellent performance, but does not by itself change the career levels.*

Clinician Career Ladder

- I **Intern** - graduate student in accredited program in a practicum placement of 700 hours or more
- II **Qualified Treatment Trainee I** - newly awarded training license, approximately first 1500 hours of post-graduate training
- III **Advanced Qualified Treatment Training** - exceeding one year of post-masters training, excellent progress
- IV **Fully Licensed Psychotherapist** - recently awarded full license
- V **Senior Psychotherapist** – minimally, 3-5 years post-licensure, excellent progress as a member of the staff, or comes to SBH from another facility with 5 years of post-license experience, maintains full caseload
- VI **Master Psychotherapist** – minimally over 7 years post-licensure and this is a designation for exceptional performance
- VII **Clinical Supervisor** – Master Psychotherapist with supervisor training

2. Job summary or overview, including job classification

- ★ This job may be considered exempt or non-exempt, and if non-exempt, will be paid by production (percentage of collections). Payment will be on a negotiated basis with benefits per company commission schedule and benefits policies. At this time, the policy is that clinical staff

at SBH are paid on production with exceptions made based upon the needs of the company, such as for clinical supervisor positions. All percentages are from a table and there will be no discrimination in setting percentages other than the level of productivity and longevity at the company.

- ★ The Psychotherapist provides thorough clinical assessment and clinical counseling/psychotherapy, using up-to-date methods, to patients with primary or secondary mental health problems (who may also have substance abuse and chemical dependence problems, disabilities, psychosocial, or medical problems).
- ★ The T practices within the scope of practice permitted in State law and does not hold himself or herself to have a title or scope of practice not attained, but may practice in new areas of skill if being supervised for that skill area.
- ★ Based upon assessment, a diagnosis and treatment plan will be developed and recommendations made by the T within two client sessions.
- ★ The T provides screening and assessment, recommendations, referrals, limited case management, treatment planning, orientation to treatment, psychotherapeutic treatment, follow-up, and all associated paperwork – all the core functions of a licensed professional under Chapter 455 or Chapter 457 or Chapter 440, Wisconsin Statutes, in an DHS 35 outpatient clinic, and all associated state and federal regulations and ethics codes.
- ★ The T may provide other outpatient services, such as psychoeducation, supervision, case management, and EAP, which have different procedural standards than outpatient psychotherapy, but for which competent clinical skills and high standards will be used.
- ★ The T procures the authorizations for treatment and maintains them.
- ★ When signing clinical documents, the T uses his or her degree and licenses and may include a national certification, such as MS, LPC, NCC. When signing letter or reports, the T also adds the title of his or her position - Outpatient Psychotherapist.
- ★ If the T is certified in substance abuse, the title will be Outpatient Psychotherapist though the work for many clients will be dual disorders counseling.

4. Position qualifications (experience, skills, education, license)

- ✓ The T has either the LPC, LMFT, or LCSW, or LP, or a training license for one of these professions.
- ✓ A training license (LPC-IT, LMFT-IT, APSW) or graduate intern status will be sufficient.
- ✓ Except for graduate interns, the level of education is a masters degree or doctorate. The T must provide a copy each two years of his/her renewed license. This is a requirement for entitlement to employment. Renewals must be made at least 6 weeks before the end of the licensing period. Renewals done on a shorter time frame can cause a break in Medicaid eligibility.
- ✓ The T must provide evidence of completion of required continuing education during each biennium. Clinicians are encouraged to substantially exceed the minimum hours required.
- ✓ The T may be a Dual Disorders counselor by having a SAC-IT, SAC, or CSAC credential or the equivalent. Only those with the AODA credential or the equivalent may use the title of Substance Abuse Counselor or any related title. However, after 2019 revisions to Chapter 440.88(3m), any fully-licensed clinician with training similar to that required for a SAC may treat an actively chemical dependent client with SUD as a primary diagnosis.
- ✓ All psychotherapists must have skills for screening and assessing dual disorders and fundamentals of treatment of dual disorders.
- ✓ Training in treating children and families is desirable and the counselor must document how that training and/or experience was acquired. Those without supervised experience working with children in a clinical setting should demonstrate competence for treating children and/or seek supervision for seeing children.
- ✓ Must qualify for an NPI number and Wisconsin Medicaid provider registration. Qualifying for

Medicare provider registration is also desirable.

- ✓ Previous experience may be required for certain T positions and this requirement will be evaluated for each T position independently.

5. Major duties and responsibilities

- ✓ Schedule, complete, and document HIGHLY competent mental health screening and assessment.
- ✓ Screen for mental health problems and make accurate INDEPENDENT diagnoses supported by DSM5 or ICD10 criteria.
- ✓ Make appropriate recommendations and assist patients to arrange for services to follow through on recommendations.
- ✓ Orient new patients to treatment.
- ✓ Provide evidence-informed individual therapy, and also provide child, couple, and family therapy, dual disorders therapy and substance abuse therapy, if qualified or if supervised.
- ✓ Contact professionals associated with the patient, with patient's written permission; acquire past records and coordinate care.
- ✓ With patient's participation, complete treatment/recovery plan and quarterly reviews.
- ✓ Staff cases with program supervisors, peer consultation groups, consulting Psychologist, or MD, as appropriate and indicated by company supervision policy. Staff all urgent cases and any case at a therapeutic impasse.
- ✓ Help recommend or arrange psychiatric appointments for patients, as indicated.
- ✓ Refer for additional or alternative services, as indicated
- ✓ Document all contacts with and about the client and complete all required records in a timely manner, as directed in Wisconsin statutes and administrative codes, including discharge, following program policies, generally within seven days of client contacts.
- ✓ Follow the requirements of company and program policies
- ✓ Work collaboratively with supervisors and team members
- ✓ Maintain certifications and licenses, including completion of continuing education requirements, and provide documentation of CEUs.
- ✓ Progress on any needed certifications or licensure.
- ✓ Assist in marketing SBH and the program as may be required.
- ✓ Maintain a professional, collegial manner at all times.
- ✓ Assist Shorehaven colleagues who may have needs for informal personal support, mentoring, suggestions for resources.
- ✓ Attend staff and departmental meetings
- ✓ Set and follow through on learning goals for professional growth of skills, develop necessary skills including AODA assessment skills, family assessment skills, child assessment skills, and trauma treatment skills.
- ✓ Respond to requests for information promptly.
- ✓ Generally, maintain a value on constant professional growth.
- ✓ Psychotherapists will remain in supervision until cleared for peer consultation by a clinical supervisor in consultation with the Executive Director.

6. Accountability and Benchmarks

You are hired not merely to perform a job function, but because we believe your skills will make those job functions an effective, integral, and important part of the growth of your department and SBH and contribute to the welfare of your colleagues, our patients, and the community.

You will be making a contribution to the profitability from which you and your team members will benefit.
Every duty and expectation is your contribution to the welfare of the entire team, the company, yourself, and the welfare of your clients.

Customers for Your Job Functions:

- Clients – to enhance the well-being, health, quality of life, and lifestyle functioning of clients
- Referral Sources – to think of SBH as the premier, ‘go-to’ provider
- Supervisor – to contribute to the department team and the success of clinical supervision
- Company – maximize productivity and billable client hours
- Yourself – work with us on your career development and your job-satisfaction

DUTIES

ACCOUNTABILITY/BENCHMARK

Progress through the VII levels of this position depend upon meeting the benchmarks and level of licensure.

Assessment. Schedule and complete screenings and assessment, thoroughly and competently. Screen for mental health problems, AODA problems, and trauma, and the associated DSM5/ICD10 diagnoses (developing your own diagnoses for each client). Contact intakes before 1st meetings and develop therapeutic alliances. Willing to take new cases to keep wait lists down, help when special care is needed, to reduce wait times, even when it means stretching one’s schedule.

Benchmark: Each Assessment is thorough, with all paperwork completed within 48-72 hours, clients competently assessed

Data: Chart review

Documentation. Contact professionals associated with the patient, with patient’s written permission; acquire past records; coordinate care. (i.e., Low level Case Management) Complete Diagnostic Assessment promptly. Complete Suicide Assessment as needed. With patient, complete treatment plan. Document all contacts with and about the client and complete all required records in a timely manner, including discharge, following program policies. Bill for services accurately, ethically, legally. Creating service lines within 48 hours for all services. Close to 100% completion of documents within the 7 day guidelines. Quality of documents meets Shorehaven standards for thoroughness and accuracy. Timely completion of all Pas.

Benchmark: The “low level case management” is completed for each case. Treatment plans are complete and reflect behavioral, thoughtful approach. Discharge client charts within 30 days of final appointment. 100% match between billing dates and documentation. Billing within 48-72 hours of sessions. Data: Chart review. Billing review.

<p>Clinical. Orient new patients to the treatment. Provide individual and family counseling to high professional standards of skill and effectiveness.</p>	<p>Benchmark: 85% positive outcomes</p> <p>Data: Discharge summary reviews. Client satisfaction surveys. Client outcome data Evaluation by Supervisor and self-evaluation. No complaints filed by clients.</p>
<p>Consultation and Referral. Staff cases with program clinical supervisor, peer consultation team, consulting Psychologist, or MD. Arrange psychiatric appointments for patients, as indicated. Refer for additional or alternative services, as indicated. Work collaboratively with supervisors and team. Acceptance of clinical supervisor input and recommendations, faithfully presenting case material for review as needed. Acceptance of administrative supervisor requirements. For Level VII, completion of a supervision theory and practice seminar.</p>	<p>Benchmark: Staff all cases per Medicaid and DHS35 standards. Participate in team building, strategic planning, and assignments.</p> <p>Data: Evaluation by Supervisor and self-evaluation. Chart audit to verify Treatment Plan Record of Review forms. Clinical supervisor observations Administrative supervisor observations</p>
<p>Professional. Maintain certifications, including completion of continuing education requirements, exceeding state minimum requirements. Attend any mandatory trainings. Follow the requirements of program policy manual. Set and follow through on learning goals. Progress on any certifications. Maintain a professional, collegial manner at all times. Develop skills and competencies. Teamwork – help and mentor other staff.</p>	<p>Benchmark: All licenses and certifications are renewed before expiration. All continuing education requirements are met or exceeded. Set and complete annual learning goals.</p> <p>Data: Staff file audit. Evaluation by Supervisor and self-evaluation. Attend & contribute to staffings, peer review, departmental meetings, staff meetings</p>
<p>Corporate and Programmatic. Assist in marketing program as may be required. Absence of complaints by clients, other professionals in the community, or within the company. Embody the values that drive Shorehaven: Competence: Effective treatment across a spectrum of ages, problems, and treatments. Consistently high level of client Engagement. Lifelong learning Equity – Help for all persons with equal investment. Accessibility to referrals sources, clients, supervisors, and managers. Adaptability to take on new challenges, learn about problems and methods beyond one’s baseline. Fulfillment in the meaningful work and in the collegial atmosphere one helps co-create Ethical decision making and legal compliance. Reliability</p>	<p>Benchmark: Contribute ‘leads’ through contacts arising out of personal and case contacts. Attend exhibits, meetings. “Go the extra mile” to develop the program.</p> <p>Data: Report of lead development. Evaluation by Supervisor and self-evaluation.</p>