



Job Title:	Primary Therapist-Adolescent/ Eating Disorders PHP
Department:	Clinical
Reports To:	Director of Clinical Services
Employment Status:	Full-time
FSLA Status:	Exempt
Work Location:	HopeWay – inclusive of Foundation, Wellness, & Veterans House; HopeWay at Oakhurst Commons; HopeWay Psychiatry & Associates
Remote Work:	Not Applicable
Schedule:	Monday – Friday – 40 hours per week Weekends as needed
Effective Date:	Monday, January 15, 2024

POSITION SUMMARY

Provides therapeutic services to individuals and their families struggling with mental, eating disorders and co-occurring conditions. Completes individual, group and family psychotherapy. Works as part of a multidisciplinary team of healthcare professionals.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Core competency is demonstrated by the ability to carry out the essential duties and responsibilities of the job. The essential functions include, but are not limited to, the following.

1.	Provides individual, group, and family therapy using evidence-based treatment interventions and modalities including Cognitive-Behavioral Therapy and Dialectical Behavior Therapy
2.	Provides education to patients and families about psychiatric and eating disorders, recovery, relevant post-treatment services available to clients in their local communities
3.	Works collaboratively as part of a multidisciplinary treatment team sharing relevant clinical information and devising specific, individualized treatment goals and interventions
4.	Involves clients and families, as appropriate, in all aspects of their care including treatment planning and aftercare coordination
5.	Provides accurate and consistent documentation of client care/response in the medical record
6.	Works with professionalism and respect with all clients, families, colleagues, supervisors, and visitors of HopeWay
7.	Performs other duties as assigned.

COMPLIANCE & PROTECTED HEALTH INFORMATION

- Understands and adheres to:
 - HopeWay compliance standards as they appear in the Employee Handbook, Code of Conduct, and Conflict of Interest policy.
 - Understands and adheres to HIPAA, CFR 42 Part 2, and North Carolina Identity Theft Protection Act standards, rules, and regulations.



- The Minimum Necessary Standard when accessing protected health information in the performance of job duties and/or disclosing protected health information for treatment, payment, and/or operations purposes.
- Stays up to date with all HopeWay practices, rules, regulations, and policies as they presently exist and as they change and/or are modified.
- Keeps well-informed of all applicable federal, state, and local, regulations, laws, and policies as they presently exist and as they change and/or are modified.

JOB REQUIREMENTS

Minimum Qualifications

The minimum qualifications described here are representative of those that must be met by an individual to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

- **Education:** College degree required
- Current CPR and First Aid certifications
- Crisis Management Skills
- Knowledge of emergency and safety procedures for fire, accidents, disaster and unplanned incidents
- **Experience:** Two or more years in a behavioral health, substance abuse or medical environment preferred Experience in a psychiatric inpatient or residential treatment center preferred
- **Licensure/Certification:** A current LPC license for the state of NC
- **Knowledge of:**
 - Computers, Microsoft Office products, and electronic health record (if applicable).
 - HopeWay's mission, vision, values, and philosophy regarding extraordinary customer relations and quality of service.
- **Ability to:**
 - Operate office equipment such as a personal computer, calculator, copier, fax machine, telephone, and general office equipment.
 - Multitask/Work in a fast-paced environment with several competing demands.
 - Assess and prioritize multiple tasks and demands; work within deadlines to complete projects and assignments.
 - Identify and recommend solutions to problems.
 - Develop and maintain effective working relationships with clients, family members, guests, the general public, associates, supervisors, providers, and staff.
 - Communicate effectively in oral form; read and write; understand, follow, and carry out written and oral instructions.
 - Exercise appropriate judgment in completing essential functions.
 - Manage difficult or conflict situations constructively with a high degree of sensitivity, tact, and diplomacy, and seek appropriate assistance.



- Upon successful completion of job training, the ability to work independently and as part of a multidisciplinary team with professionalism, respect, integrity, and a strong work ethic.
- **Skills:**
 - Excellent written and verbal communication, customer service, telephone skills, attention to detail, and organizational skills.
 - Skill in dealing firmly, tactfully, and courteously with clients, family members, guests, and the general public.
- **Additional Requirements:**
 - Basic Life Support (BLS) and First Aid certification from American Heart Association or American Red Cross required. Must be obtained within 30 days of effective date and be maintained as *current* throughout employment.
 - Verbal De-Escalation training/certification required. Must be obtained within 30 days of effective date and be maintained as *current* throughout employment.
 - Tuberculosis screening required. Must be completed prior to effective date and rescreened *annually* throughout employment.
 - A minimum of two years of sobriety preferred, if in recovery.

Physical Demands and Work Environment

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the functions.

- **Physical Demands:** Must be able to remain in a stationary position up to 50% of the time. Must be able to operate office equipment. Must be able to move about from work area to work area and position self to accomplish tasks. Choose an item. Choose an item.
- **Work Environment:** Must be able to perform complex tasks requiring independent knowledge and its application to non-routine situations. Must be able to work in various conditions (e.g., heights, adverse weather, small/enclosed spaces). Choose an item.

NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) of this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities.

To perform this job successfully, the individual will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this job description are the minimum levels of knowledge, skills, or abilities. This job description does not create an employment contract, implied or otherwise, other than an at-will relationship.



HopeWay is an equal opportunity employer, tobacco/nicotine/drug-free workplace, and complies with ADA regulations as applicable.

EMPLOYEE ACKNOWLEDGEMENT

I, _____, acknowledge I have reviewed and accepted this job description.
(Employee's Name – PRINT)

Employee's Signature

Date: _____

Human Resources/Supervisor Signature

Date: _____

Human Resources/Supervisor Name & Title – PRINT

FOR INTERNAL USE ONLY

Approved By: _____

Approved Date: _____