

JOB DESCRIPTION **Salaried IOP Group Therapist**

Job Title: Physician Directed Intensive Outpatient Program Group Therapist

General Summary of Duties: Independently licensed clinician to provide group, individual and family therapy to high functioning adults in our Physician Directed – Intensive Outpatient Program (PD-IOP). Therapist will assist clients using best practices of group counseling techniques.

Supervisor: Medical Director of the location's PD-IOP

Supervisory Responsibilities: Patients in Group Therapy

Education / Qualification: Texas licensed LCSW, LPC, or LMFT

Major Responsibilities/Tasks:

1. Complete psychosocial assessment, Plan of Action, and Plan of Action updates within established timeframe.
2. Initiate upon admission discharge planning in collaboration with the patient.
3. Demonstrates skill of writing individualized, behavioral & measurable treatment goals based upon information on psychosocial assessment and psychiatric evaluation.
4. Conduct daily group therapy sessions. Conduct individual and/or family therapy session for every five groups attended.
5. Collaborate with psychiatrist directing the group to ensure quality continuation of care and schedule weekly medication management appointments.
6. Obtain insurance benefit information, authorization for treatment and perform ongoing utilization reviews.
7. Demonstrate skill in documentation which meets all regulatory and GHPA-PDOP standards. Files all progress notes in the medical record within 24 hours of the date of service.
8. Responds appropriately to patient's requests.
9. Provides comprehensive education, instructions, and/or advocacy information designed to assist the patient and significant others to identify secure needed health care follow-up services.
10. Provides referring physicians and/or psychotherapists with weekly updates of patient's compliance with and progress in treatment.
11. Adheres to GHPA-PDOP's Policies and Procedures.
12. Prepare and assist with audits when requested.
13. Assist with community and marketing events, as needed.
14. Perform other duties as assigned.

Performance Requirements:

Knowledge:

Knowledge of the practice's policies and procedures.

Knowledge of medical terminology and insurance practices.

Knowledge of grammar, spelling, and punctuation for effective communication.

Knowledge of computer programs and applications.

Skills:

Skill in using office equipment and in handling paperwork and filing adequately.
Skill in handling incoming phone calls and triaging appropriately.
Skill in written and verbal communication.
Skill in gathering, interpreting, and reporting insurance information.

Abilities:

Ability to work effectively as a team member with physicians and other staff.
Ability to sort and file materials correctly by alphabetic or numeric systems.
Ability to interpret and understand insurance benefits and reimbursement.
Ability to flexibly respond to changing demands.
Ability to organize and prioritize tasks effectively.
Ability to communicate clearly.
Ability to work with little supervision.
Ability to establish and maintain effective working relationships with patients, employees, and the public.

Equipment Operated: Standard office equipment, including computers, fax machines, copiers, printers, telephones, etc.

Work Environment: Position is in a well-lighted office environment. Varied activities including sitting, standing, walking, reaching, bending, and lifting.

Mental and Physical Requirements: Involves sitting approximately 90 percent of the day, walking or standing the remainder. Occasionally lifting and carrying files that can weigh up to 20 pounds. May require working under stressful conditions.

This description is intended to provide only the basic guidelines for meeting job requirements. Responsibilities, knowledge, skills, abilities, and working conditions may change as the practice's needs evolve. Regular and predictable attendance is an essential function of every job.