

**PASTORAL INSTITUTE, INC.  
JOB DESCRIPTION**

**Job Title:** Staff Therapist

**Exempt/Non-Exempt:** Exempt

**Reports to:** Director, Counseling Center

**Date Revised:** 7/20/2018

**General Description:**

Performs duties of a licensed therapist pursuant to their areas of expertise in an outpatient setting, under the direction of the Director of the Counseling Center of the Pastoral Institute.

**Duties and Responsibilities:**

1. Provides counseling services to include but not limited to:
  - a. Diagnostic evaluations, assessments and psychosocial histories;
  - b. Treatment planning and conducting psychotherapy using the modalities of individual, group, marital, and family psychotherapy;
  - c. Consultation, referral, education, and advocacy;
  - d. Participates in on-call rotation as required.
  - e. Psychological testing and related reports, if applicable to license and experience.
2. Completes and maintains all required documentation, records and written correspondence in accordance with the Institute's guidelines to include but not limited to:
  - a. Diagnostic evaluations, assessments, psychosocial histories, treatment plans, progress notes, and discharge summaries.
  - b. Participation in Case Management Group.
3. Attends required meetings as well as educational and in-service programs.
4. Participation in the planning, conduct, and evaluation of the preventive and educational programs of the Pastoral Institute to include:
  - a. Workshops, clinics, or seminars for clergy persons as well as other professionals;
  - b. Community and public educational workshops and seminars
  - c. In-services.
5. Performance of general administrative duties to include:
  - a. Participates in public relations services of the Institute as needed.
  - b. Maintenance of appropriate records, reports and other data pertinent to the activities of this position.
  - c. Complies with confidentiality and HIPAA regulations.
6. Other duties as assigned.

**Educational Requirements:**

Master's degree or Ph.D. required in clinical coursework from an accredited school.

**Licensure/Registration Requirements:**

State of Georgia License in clinical area. PsyD, LMFT, LCSW, LPC acceptable.

**Experience:**

Three years combined experience and education in clinical work.

**Physical Requirements:**

This position entails normal physical requirements--that is the ability to see, speak clearly, and hear. No extensive lifting, stooping, bending, carrying, or climbing is required.