

*Providing evaluative and
therapeutic divorce support
services for individuals,
families, and the judicial system.*



445 Huntington Road, Suite 120
Athens, GA 30606
(706) 389-0468

support@divorceresourcecenterofgeorgia.com

Clinical Therapist Job Description

Position Overview: Clinical therapist will provide outpatient individual and group therapy to clients of Divorce Resource Center of Georgia (DRCGA). Clinical therapy services provide divorce-related services to families referred to the Divorce Resource Center of Georgia, a division of Gardner-Howell Consulting, LLC. These services include, but are not limited to individual/group/family therapy, supervised visitation, co-parenting counseling, court testimony, divorce education, and other duties as assigned. This is a salaried position with benefits starting at \$45,000, depending on level of expertise and experience.

About DRCGA: Here at DRCGA, we believe in creating an atmosphere for our clients and employees of unconditional positive regard and collaboration. Our mission is to provide all non-legal divorce support services under one umbrella and to build a team of support around families navigating divorce-related challenges. Our vision is to eliminate geographic, financial, and emotional barriers to receiving best practice-centered services that help to rebuild and strengthen future individual and family foundations. We provide an unique, integrated, child-centered service model. Our primary referral sources are attorneys, therapists, courts, as well as self-referrals. We are a fun, passionate, and collaborative team who understands the difficult nature of our work and lifts one another up with compassion and encouragement.

Reports to: Clinical Director

Duties/Responsibilities:

- Perform on-site clinical counseling services to clients of DRCGA, as scheduled, and in accordance with company policies.
- Regular and reliable attendance and timely arrival to work is required.
- Be properly licensed and abide by all laws, rules, regulations, and codes of ethics that are binding upon or applicable to the services performed for DRCGA.
- Respond to clients' requests for service or calls within 24 hours whether such requests are made in person, by phone, voicemail, etc. or through the DRCGA website. Respond to such requests by meeting, evaluating, and providing services to such clients.
- Communicate with collateral contacts (i.e., PCP, psychiatrist, school, GAL, etc.) as necessary.
- Timely complete written records for each client including, but not limited to: intake notes, progress notes, treatment plans, termination notes, contract notes, and other forms or documents which may be needed or required from time-to-time by DRCGA or third parties in conjunction with the treatment of the client within a timely fashion (by Friday of each week). Keep client files accurate and up to date.
- Communicate regularly with support staff to ensure that clients and/or insurance reimbursements are timely.
- Attend mandatory staff meetings and training as directed by DRCGA.

- Conduct and regulate counseling services in a professional manner so as to maintain and increase the good will and reputation of DRCGA. Be respectful of and cooperative and collaborative with co-workers.
- Passion for working with others (being collaborative) and helping our team members grow and learn.
- Provide both in-person and telehealth sessions.
- Participate in community events.
- Other duties as may be assigned.

Qualifications and Skills:

- Align with DRCGA mission, vision, and values.
- Must be punctual in reporting to work.
- Master's Degree or Doctoral Degree in counseling or social work; and
- Active, unrestricted license (PhD, PsyD, LCSW, LMFT or LCPC) in the State of Georgia (must be fully licensed). A copy must be provided to DRCGA.
- Available to hold at least 25 client sessions per week, provided such sessions are available and referred/scheduled by DRCGA.
- Be organized and detail oriented.
- Be a team player.
- Be able to work independently on tasks assigned.
- Have strong written and verbal communication skills and strong interpersonal skills.
- Experience working across the life span with a variety of presenting issues, particularly personality disorders.
- At least five (5) years' experience post-unrestricted licensure.
- Experience collaborating with the legal system, including providing court testimony.

This position is not right for you if you're:

- Someone just looking for a job to clock in and out of.
- Someone who doesn't feel passion for our mission, vision and values.
- Someone who's not a team player or prefers not to work collaboratively.
- Someone who wants to own their own DRCGA in the near future. If that's you, awesome! But we're not the place for you. We dedicate a lot of time to our teams, and provide the flexibility, autonomy and space to allow each member of our team to get creative in their role. The ideal person is invested in time and energy in DRCGA.
- Someone who doesn't like to hop in and help others get their work done - we highly value teamwork.

This position perfect for you if you're:

- Aligned with DRCGA mission, vision, and values.
- Energized by helping others in a team and contributing to the growth of DRCGA
- Creative, engaged in doing good work, and excited by furthering our mission to making wellness a down-to-earth practice.
- Able to take direct and constructive feedback and run with it.

Application instructions:

For consideration, please email a cover letter and CV, three references (at least two that are current or past supervisors) to divorcecare@drcofga.com. No calls please.