**Mental Health Providers – Child and Family Counseling**    
  
Small Steps Child Counseling in Albuquerque, NM is looking to hire Licensed Therapists who currently possess their PLMHC, PLMSW, LMHC, LPCC, LMSW, LCSW, MFT and LMFT. **We also conduct interviews for those in process of applying for provisional licensures.**  
**We can only start new employees who hold active NM licenses**  
  
Small Steps is a dynamic, growing company that incorporates and provides training for the following specialties: Play Therapy, Infant Mental Health, and Art Therapy.

Small Steps provides individual and group supervision for the benefit of licensure to each employed therapist, free CEU trainings, and on-going opportunities for self-care.

Small Steps Provides clinical treatment to children and their families using diverse clinical modalities

Small Steps prioritizes the emotional and mental well-being of each of its therapists and views wellness as both the organization’s responsibility and the employee’s. We also value authentic interactions with others and self-reflective capacity. This is a high priority as Small Steps and the Small Steps leadership will be actively working to support the growth and development of these qualities in the therapist and within the organizational culture and structure.  
  
The candidate must have a proficient working knowledge of basic computer functions and is capable of developing competency with an Electronic Health Record System (EHR).   
  
The candidate must also have a strong interest or passion for working with children, teens and families, and the desire and wiliness to learn this area of therapeutic specialty.

The therapist will perform the following job functions:  
  
**\*Summary/Objective\***  
  
While providing dyadic, family and individual therapy, the clinical therapist utilizes comprehensive assessments including a bio-psycho-social assessment, co creates the treatment plan with client and family and reviews this plan every 90 days, creates a progress note for each therapeutic session and provides treatment summaries upon request.

Each Non-Independent clinical therapist must hold a PLMHC, PLMSW, LMHC, LMSW or MFT designated by the State of New Mexico.  
  
Maintains a minimum clinical treatment case load of 26+ billable client sessions per week as well as attend individual and group supervision weekly and follows all Small Steps Employee Policies and Procedures.  
  
The clinical therapist will be subject to the general supervision, advice and direction of Small CEO, Clinical Director, Clinical Supervisors and Practice Management.  
  
**\*Essential Functions\***  
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. To evaluate these needs an interactive interview may be conducted.  
  
Provides clinical treatment to children using individual, group, and family therapy. Utilizes clinical SSCC approved therapy modalities.

Begin the therapeutic relationship with the caregivers/legal guardians first through the intake process. Small Steps standard intake will last a minimum of one to two sessions. The intake must be filled out thoroughly and completely.  
  
The clinical therapist must assign a working diagnosis after the first session due to insurance regulations. If the clinical therapist determines the initial diagnosis needs to be changed, they may do so with justification throughout the client’s treatment. All treatment must be directly connected to the diagnosis.  
  
Perform a thorough assessment of the client and the family through the use of Traumatic Events Screening Inventory (TESI), and Life Stressors Checklist (LSC). The clinical therapist may then utilize a relational observation assessment such as the MIM, or Crowell with the legal guardians/caregivers of the child. Diagnostic inventories, Developmental Inventories, and Relationship Questionnaires such as the Working Model of the Child Interview or the Adult Attachment Inventory are also approved instruments.  
  
Clinical therapist will create a full and complete treatment plan with the legal guardians/caregivers including long-term and short-term measurable goals for the child and family, diagnosis of the client, treatment modality to be utilized, plan and discharge. The treatment plan will be re-evaluated every three months and adjusted as necessary.  
  
Create and maintain accurate and current documentation of each session through the Small Steps electronic medical records system.

Clinician must schedule a minimum of 26+ client sessions to ensure they are able to maintain a caseload of 26+ billable client sessions per week. The clinical therapist is responsible for maintaining an accurate and full calendar with correct billing session codes for each session. Calendars are to be updated reflecting appointments scheduled 6 weeks out.  
  
All initial intake appointments will be screened and scheduled by the intake client coordinator. All recurring session appointments are to be scheduled by the clinical therapist. The intake client coordinator will schedule clients for the clinical therapist when the billable client session count does not meet the agreed upon 26+ sessions.  
  
The clinical therapist must review and enforce the cancellation policy with their clients.  
  
Documents in the electronic medical record system according to requirements of regulatory agencies.  
  
Attends weekly staff meeting.  
  
**\*Competencies\***  
Communication Proficiency  
Basic Computer Skills  
Ethical Conduct  
Personal Effectiveness/Credibility  
Problem Solving/Analysis  
Thoroughness  
Reflective Capacity  
Self-Care Awareness and Practice  
  
**\*Supervisory Expectations\***  
The clinical therapist will meet with their supervisor once weekly  
  
Each non-independent therapist is required to attend a group supervision provided by Small Steps supervisors once a week  
  
Each therapist is responsible to report the following to their supervisor:  
Details of their cases  
Ethical and legal dilemmas involving clients, colleagues or administration  
Competency based professional growth goals.  
The status of their own mental and emotional health over time in working with this population so the supervisor may work with the therapist to inform the therapist of resources, develop a plan for recovery and prevent burn out.  
If the therapist has a supervisor outside of the agency, the therapist is required to sign a Release of Information for the assigned Small Steps supervisor to communicate with the outside supervisor on goals, growth and concerns.  
  
**\*Work Environment and Physical Demands:\***  
While performing the duties of this position, the clinical therapist will work with children and families requiring frequent movement from a seated position to standing and interactive play that can be conducted on the floor or with various toys and tools to provide treatment.  
  
Clinical therapist may experience clients with high emotional needs that express quickly and be required to help guide self-regulation and decrease heightened activity.  
  
The physical demands described here are representative of those that must be met by a clinical therapist to successfully perform the essential functions of this job.  
  
**Position Type and Expected Hours of Work:**  
This is a licensed clinical position. Expected work hours are 26+ billable sessions per week to include completed notes, individual supervision, group supervision and weekly staffing, Monday through Friday.  
  
**Travel:**  
No travel is expected for this position.  
  
**Remote:**  
Hybrid work is being conducted  
  
**Required Education and Experience:**  
Master’s degree in social work, counseling, art therapy, related program or Ph.D. in psychology.  
  
**Preferred Education and Experience:**  
One year experience providing direct services to children and families.  
  
**Additional Eligibility Qualifications:**  
  
State license or registration to meet the requirements of a qualified mental health professional.  
  
Non-Independent licensed clinical therapist must have received their PLMHC, PLMSW, LMHC or LMSW or MFT designated by the State of New Mexico.  
  
Independently licensed clinical therapist must have received their LPCC, LCSW, or LMFT designated by the State of New Mexico.  
  
Clinical Therapist will abide by all NCC and NASW ethical mandates and codes. Clinical Therapist is a mandated reporter and will abide by the State of New Mexico mandates on reporting child abuse, neglect or maltreatment.  
  
Abide by Small Steps policy for crisis, and client safety reporting and intervention.  
  
**Background Check and Clearance:**  
All clinical therapists must agree to a basic background check and receive a clear background check to work with the children and families at Small Steps.   
  
**AAP/EEO Statement:**  
Small Steps Child Counseling, LLC provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Small Steps Child Counseling, LLC complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. Small Steps Child Counseling, LLC expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Small Steps Child Counseling, LLC employees to perform their job duties may result in discipline up to and including discharge.  
  
**Other Duties:**  
Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.  
  
Pay is Offered Based on License and SSCC Approved Certifications and Endorsements:   
Whether a certification is “value added” is based on the discretion of the Executive Director of Small Steps Child Counseling, LLC. A list of currently Approved Certifications and Endorsements can be provided upon request.  
Pay is based on billable client sessions and the indirect time used for individual supervision, group supervision and weekly staffing.   
  
**Annual Leave:**  
The Employee at full time eligibility status shall be entitled to accrue Annual Leave up to 4 weeks leave per year.

**Healthy Workplaces Act:**

All employees are entitled to receive up to 64 hours per year to utilize under the designated guidelines.   
  
**Benefits:**  
The Employer shall at its expense provide full time eligible Employees with a monthly contribution towards the selected Health Plan. Ancillary benefits (Short term disability, life, accident, etc.) are voluntary and elections may be made by the employee with the company that is currently in place and may change per the discretion of the employer. There is currently a 401(k) in place with profit sharing for eligible employees.  
  
**Working Days:**  
Monday through Friday  
  
**Small Steps Child Counseling provided the following inclusive hiring information:**  
Women-led organization  
Disability accommodations  
Inclusive of minority and disadvantaged groups  
LGBTQ+ friendly workplace  
Age-inclusive  
Diversity and inclusion training or programs  
Paid time off  
Healthy Workplace Act time enacted  
**Job Type: Full-time**  
**Pay:** Starting from $24.75 per billable hour