



Guidepost Marriage Therapy  
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Guideposttherapy.com [chris@chrisscottmft.com](mailto:chris@chrisscottmft.com)  
Christopher Scott, LMFT

## **Associate Marriage and Family Therapist JOB DESCRIPTION**

**BASIC FUNCTION:** Under the direction of a Licensed Marriage and Family Therapist, provides outpatient individual, couple, family and adolescent therapy to patients of Guidepost Marriage Therapy, Inc. Treatment specialties may include: couples counseling, anxiety and depression management, trauma, ADHD, etc...

**REPORTS TO:** Christopher Scott, LMFT President of Guidepost Marriage Therapy, Inc.

### **MINIMUM REQUIREMENTS:**

- Master's Degree in counseling psychology or social work. LMFT's, LPCC's, LCSW's welcomed to apply.
- Registered and in good standing with the CA Board of Behavioral Sciences (BBS) as an AMFT, LMFT, LPCC or LCSW or recent MA/MS graduate pending BBS registration (application must have already been submitted). A copy of the license or associate registration must be provided to Guidepost Marriage Therapy, Inc.
- Available to hold at least 15 patient sessions per week provided such sessions are available and referred/scheduled by Guidepost Marriage Therapy, Inc.
- Other Qualification Preferences:
- Prior experience in a private practice setting.
- Have experience working extensively with adults, couples, and/or adolescents and at least one specialty for counseling services (i.e., couples counseling, anxiety, depression, EMDR, eating disorders, etc.).
- Energetic, motivated, compassionate, personable, hard-working, and reliable.
- Passionate about working with adults, couples, and adolescents at all of life's ages and stages.
- Must not work in another private practice.

### **HOURS:**

- It is expected that the therapist will be available to hold at least 15 client sessions per week, provided such sessions are available and referred/scheduled by Guidepost Marriage Therapy, Inc.



- Guidepost Marriage Therapy, Inc. is looking for a therapist who is able to work a flexible schedule as hours will be scheduled according to referred/scheduled sessions and needs of the client.
- Hours of work may be variable, but primarily occur during normal business hours from Monday – Thursday. With an appropriate level of experience, therapist may be able to work evenings, Fridays, and Saturdays.
- It is expected that the therapist will be available for 1 hour of clinical supervision each week, as well as 1 additional hour of clinical supervision for Associates providing more than 10 hours of direct counseling in a single week.
- All Client sessions are held in the offices of Guidepost Marriage Therapy, Inc.

#### JOB DUTIES AND RESPONSIBILITIES:

- Perform on-site clinical counseling services to clients of Guidepost Marriage Therapy, Inc., 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 Guidepost Marriage Therapy, Inc.
- Respond to clients' requests for service or calls within 24 hours whether such requests are made in person, by phone, voicemail, or by email. Respond to such requests by meeting, evaluating, and providing services to such patients.
- Communicate with a client's treatment team (i.e., PCP, psychiatrist, school, 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 Guidepost Marriage Therapy, Inc. or third parties in conjunction with the treatment of the client within a timely fashion (by Friday of each week).
- Maintain accurate and up-to-date calendars and client information using practice management software (SimplePractice).
- Charge and collect payments from client for services provided consistent with the policy and rate for such services as established by Guidepost Marriage Therapy, Inc.
- Attend mandatory staff meetings and training as directed by Guidepost Marriage Therapy, Inc.
- Conduct and regulate counseling services in a professional manner so as to maintain and increase the goodwill and reputation of Guidepost Marriage Therapy, Inc.
- Be respectful of and cooperative and collaborative with coworkers.



- Additional opportunities available if desired (but not required) – starting a group, teaching a class, giving presentations, etc.
- Other duties which may be assigned by Guidepost Marriage Therapy, Inc.

#### WHAT WE OFFER:

- Competitive compensation.
- Consistent referrals with minimal marketing efforts required by you.
- Enjoyable, diverse, motivated, and rewarding clients.
- Warm, friendly, and supportive team work environment.

#### TO APPLY:

- Please email [chris@chrisscottmft.com](mailto:chris@chrisscottmft.com) with the following:
  - Resume with references
  - Answers to the following supplemental questions:
    1. Are you available to work a variable schedule, especially between the days of Monday- Thursday, and to carry a caseload of minimum 15 clients?
    2. What can you offer the clients at our practice that another clinician may not?
    3. Why are you looking to join this group instead of opening up your own private practice?
    4. What is your familiarity or experience working with adults, couples, and teens?
    5. Describe your ideal client and your theoretical approach.
    6. What are your long-term career goals? Where do you see yourself in 3 years?
    7. What book had the most impact on your work as a therapist?
    8. Are there any days/times that you cannot work? Is this flexible?
    9. When are you available to begin working?
    10. What is your desired hourly wage or salary?
    11. What is important about you as a candidate that doesn't come across in a resume?

Job Type: Part-time Salary: \$25 - \$40 /hour

Guidepost Marriage Therapy, Inc. does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff and



provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff and clients.