



Adam Terpstra Psychotherapy Professional Corporation
491 Church Street, 2nd Floor, Toronto, ON, M4Y 2C6
647-358-5815 (P) | 416-546-1298 (F)
info@cwcp.ca | www.cwcp.ca

POSITION OVERVIEW: MENTAL HEALTH CLINICIAN

Position Title: Registered Psychotherapist (Qualifying) – (CRPO)
Registered Psychotherapist – (CRPO)
Registered Social Worker (MSW) – (OCSWSSW)
Registered Psychologist – (CPO)

Member of Staff:

Primary Location: Church Wellesley Counselling and Psychotherapy

Reports To: Adam D. Terpstra – Clinic Director and President

Original Start Date: TBD

Position Overview:

As a Mental Health Clinician, you will provide counselling and psychotherapy to individuals and couple's. A key to success with this role will be the ability to stay present and empathize with clients when they are upset. You should also be aware of others' reactions and seek to understand the origins of their behaviour, working collaboratively with them in pursuit of increasing their own abilities of self-observation and reflection.

Position Locations:

Your primary office location is Church Wellesley Counselling and Psychotherapy and can be added to the websites of alternative company locations (i.e., Prince Edward County Counselling and Psychotherapy and Yukon Counselling and Psychotherapy) as requested or at the discretion of the Clinic Director.

Remote Locations:

With prior approval of the Clinic Director, you may also perform your services for ATPPC from a location of your choosing other than our clinical locations, which may include your home residence using secure and private video conferencing software, so long as you are able to fulfill the requirements of your position. You agree to maintain your remote workspace in a safe condition, free from hazards and other dangers to you and your equipment. Any ATPPC documents are to be kept in your workspace and not be made accessible to others.

Position Responsibilities:

- Adhere to the policies and procedures of Adam Terpstra Psychotherapy Professional Corporation (i.e., the Corporation);

- Assessing, counselling, and offering clinical guidance / psycho-emotional support to clients;
- Liaising professionally with colleagues, other professionals, and relatives of the client;
- Maintain accurate records, clinical notes and reports, and report on clients' status as required / requested;
- Maintain annual professional liability insurance and send renewal documents to office administration (admin@cwcp.ca);
- Maintain membership and good standing with and adhere to relevant Regulatory College Codes of Conduct / Professional Guidelines;
- Acquiring and paying for any mandatory supervision as required by your regulatory body;
- Acquiring and paying for any supervision required for patients who require a psychologist for extended health benefits coverage, as applicable;
- Administrative tasks (e.g., collecting and processing payments, issuing receipts and copying admin on receipt distribution, scheduling patient appointments as request by patients, etc., and any other task that is clinical in nature and as requested by the Clinic Director);
- Completing relevant documents related to company services and programs (e.g., HCAI, NIHB, WSIB, etc.) and providing these documents to admin upon completion;
- Individual advertising and patient referral resourcing;
- Reordering printed business media not covered by the Corporation (i.e., the Corporation is responsible for business cards only) through Vista-Print, as desired, while maintaining consistency in design and product and upon the approval of the Clinic Director;
- Report relevant business operations, concerns, and questions to the Clinic Director;
- Represent the Corporation in all forms of business, media, and communication in a positive capacity;
- Any other duty that is considered clinical in nature and as requested by the Clinic Director.

Compensation:

The gross aggregate salary range for this position is \$70 – \$124 (CAD) per 50-minute individual session and \$89 – \$158 (CAD) per 50-minute couple's session and dependent upon education, training, and clinical experience.

Clinical Staff Benefits:

- Annual Holiday (non-cumulative): 2 weeks holiday paid out at 4% of your annual gross income per bi-weekly pay-period upon hire. The Act applies to remaining vacation pay / time (i.e., staff are entitled to vacation days / requested holidays after 12 consecutive months of employment);
- Paid Statutory Holidays, as per the Act;
- Medical / Dental Benefits: Staff who wish to participate in group extended health benefits are welcome to do so through an email request to the Clinic Director; fees for participating in the benefits plan will be deducted from your salary.

Notes:

- Upon acceptance of initial employment followed by every annual contract agreement, I acknowledge that:
 - I am to engage in annual privacy training by watching the educational video distributed by the Information and Privacy Commissioner of Ontario (i.e., the PHIPA - A Video Guide for Training and Education found at <https://www.youtube.com/watch?v=2DddxHvJPcY>) and that I will email the Clinic Director at admin@cwcp.ca within two weeks of signing this contract to notify him that I have watched and am competently aware of my professional obligations and requirements surrounding privacy breaches;
 - I am to certify / recertify my annual health and safety training, which can be completed online (<https://www.labour.gov.on.ca/english/hs/elearn/worker/index.php>), in print (<https://www.labour.gov.on.ca/english/hs/training/workers.php> or ask for a printed copy), or through an HTML link (<https://www.labour.gov.on.ca/english/hs/pubs/workbook/index.php>), and that I am to provide evidence (e.g., a print out) certifying completion of this training to the Clinic Director within two weeks of signing this contract; and
 - Complete the online Accessibility for Ontarians with Disabilities Act (AODA) Training here: <https://www.aoda.ca/free-online-training/>, reading the Corporation Accessibility Policy, and send the certificate received from AODA.ca upon completion of the training to the Clinic Director.