



## Adam Terpstra Psychotherapy Professional Corporation

491 Church Street, 2<sup>nd</sup> 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)

Primary Location: Prince Edward County Counselling and Psychotherapy

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

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#### Position Overview:

As an **on-site** Mental Health Clinician, you will provide individual and relationship counselling and psychotherapy. 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 Prince Edward County Counselling and Psychotherapy (2N – 206 Picton Main Street) and can be added to the websites of alternative company locations (i.e., Church Wellesley 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 **some** 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](mailto: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., NIHB and WSIB) 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:**

- Gross Rate of Hourly Remuneration: Ranges from \$70 – \$86 for masters-level psychotherapists / social workers, \$102 - \$140 for doctoral-level psychologists per individual clinical hour, depending on relevant level of education and clinical experience, less all applicable deductions, payable in bi-weekly installments in accordance with established pay periods.

### **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.



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Charitable Registration #: 759450661 RR 0001

## How to Apply:

- Interested applicants who are registered mental health professionals with a provincial regulatory body and mental health professional association are welcome to apply online (<https://atppc.ca/pre-screening-questionnaire/>). Should you require accommodations, please notify us of such accommodations by email at [info@peccp.ca](mailto:info@peccp.ca) or phone: 613-476-8850.



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