

Heritage Christian Counseling of Shelby
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Clinical Job Description

Heritage Christian Counseling of Shelby hires contract clinicians as 1099 employees. Each clinician is responsible to withhold their own taxes, maintain their licensure, maintain their own CEU's and malpractice insurance.

As a 1099 Contract Employee there are no insurance benefits nor any Paid Time Off. We do offer flexibility in scheduling; however, it is essential for our clients that clinicians are available to work evening hours each week.

Client caseloads are dependent upon the days and hours a clinician is available and upon scope of practice. There is no productivity expectations other than working the hours agreed upon between the clinician and Administrator.

Our agency is open Monday – Friday 9 am – 8 pm. An agreement between clinician and Administrator on days and hours of work will be determined upon clinician availability and office space availability.

The following are expectations of any clinician working for HCC of Shelby and are listed in the Contract that will be signed upon hiring.

Clinician agrees to provide clinical services to clients of HCC under the supervision of Administrator.

Clinician agrees to accept new clients as they are referred in accordance with their scope of practice.

Clinician agrees to maintain proper documentation as required by policies and procedures of HCC.

Clinician and Administrator will agree to scheduled days and hours of service which will be flexible upon prior knowledge and discretion of Administrator or Office Manager.

Clinician agrees to monitor their client's payment status and alert Office Manager to any discrepancies.

Clinician agrees to maintain client charts as identified by all federal, state, and local mandates and regulations.

Clinician agrees to attend weekly in-house group one hour supervision with Administrator.

Clinician agrees to maintain open communication with Administrator and Office Manager.

Clinician agrees to work closely with other clinicians and support staff in a manner that will benefit the clients and environment.

Clinician agrees to maintain malpractice insurance and provide updated copies annually.

Clinician agrees to alert and consult Administrator to any potential CPS notifications, court cases, subpoenas, or malpractice problems.

Clinician agrees to seek consult Administrator or other licensed professional when uncertain of a client concern/issue.

Clinician agrees that while they are a Contract Employee they may be terminated immediately if they demonstrate unethical behavior that is not consistent with HCC and/or the Counselor, Social work, MFT Board of Ohio.

Clinician agrees to provide a minimum of three (3) weeks' notice if they choose to terminate their contract.

Clinician agrees there is no paid time off, however scheduled time off is flexible with prior knowledge of and discretion of Administrator.

Confidentiality Clause

Employee agrees and understands that ALL information regarding any and all clients MUST remain confidential. Employee agrees and understands this means they may not discuss any client outside of the Heritage Christian Counseling of Shelby agency nor may they discuss any client information within the agency with another person who is not authorized to obtain information.