



HOPE HARBOR POSITION DESCRIPTION

JOB TITLE: **Contract Therapist**

SUPERVISOR: **DIRECTOR OF CLINICAL SERVICES**

RESPONSIBILITIES

1. Contractor agrees to perform the following service for Hope Harbor: Clinical Therapy no more than 15 hours per week.
2. Contractor agrees to maintain records of all services provided in a manner to be determined by Hope Harbor and to the satisfaction of Hope Harbor.

Services paid under the following conditions:

- a. Payment request will be accompanied by appropriate documentation.
 - b. Payment shall cover costs of direct face-to-face client time, documentation of the service, and related collateral contacts.
 - c. Payment does not cover cost of no-shows (except for .25/hr. of time for documentation of the missed session), mileage, or any expenses associated with the services performed.
3. Contractor must submit to Hope Harbor all invoices for payment no later than the 15th of the month following services.
 4. Contractor will comply with all existing federal, state and local laws and regulations applicable thereto. The Contractor shall understand and abide by all information in 922 KAR 8:010 (Standards for rape crisis centers) and all Kentucky Revised Statutes in relation to 922 KAR 8:010.
 5. Contractor will comply with the Kentucky Civil Rights Act of 1977 and with civil rights requirements set forth in 45 CPR Parts 80, 84 and 90.
 6. To enable Contractor to provide services, it may be necessary that contractor have access to certain Confidential and Proprietary Information and must sign Hope Harbor's confidentiality agreement in accordance with the Health Information Portability and Accountability Act (HIPAA). Hope Harbor is willing to provide Confidential and Proprietary Information to Contractor, as may be required for Contractor's performance under this Agreement, on the condition that Contractor agrees to protect the confidentiality of such information. A material breach of confidentiality may be grounds for Hope Harbor to terminate this Agreement immediately.