**Head Therapist Role Overview**

**Job summary**

The Head Therapist completes this role addition to their “Therapist” role and is responsible for the management and overall wellbeing of other therapists in the organisation. In addition to this, they manage projects/exposure in the wide community, recruit new staff, performance manage the team and complete procedural development duties.

**Duties**

* Working with the virtual support team in relation to any outstanding documentation that is impacting on the treatment of clients or causing organisational back log
* Attending events, conferences or meetings with the General Manager as required
* Preparing, planning and running webinars as well as consulting with other therapists as required
* Quality assurance activities including monthly report reviews and updates on customer satisfaction surveys
* Conducting staff performance reviews and disciplining duties
* Ensuring invoicing and therapeutic procedures are followed
* Assistant General Manager in requirement activities including interviewing, reference checks, new staff onboarding and training
* On-call availability during business hours for Therapist Debriefs

**General Information about the role**

Our Head Therapist is hired on a part-time/casual basis and as such is qualified in their field with a wealth of previous experience in this role and/or completing similar duties.

The Head Therapist is aware of the unique outdoor aspect of our service and knows how to guide staff in relation to the clinical and practical aspects of the role.