



Job Title: Neurofeedback Specialist/Counselor

Job Location:

Boulder- 5353 Manhattan Circle Boulder, CO 80303

Contact Information:

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Please ONLY contact by email as you will get a quicker reply

Job Overview:

A Neurofeedback Specialist has the responsibility to represent the NeuroOptimize mission statement and execute the treatment process. Lead Specialists will collect data for the QEEG, administer neurofeedback treatment, and provide clients with skills, knowledge, and exceptional customer service. This position requires a detailed oriented clinician who can confidently manage protocols and give educated answers in regards to the client's treatment.

Responsibilities and Duties :

A NF Specialist is responsible for but not limited to:

- Acquiring a vast knowledge of what NF is and how to accurately manage treatment protocols
- Keep clients motivated, well educated, and present them skills to get the most out of their sessions
- Deliver exceptional consultations to potential clients
- Send appropriate forms of documentation through intake Q
- Monitor multiple sessions at once
- Collect data for initial/post QEEG
- Determine Optimal Frequency based on training
- Monitor symptoms and be able to adjust treatment accordingly
- Remain efficient and use each session time wisely exercising suitable counseling techniques
- Write detailed SOAP notes, DAP notes, and set up client profiles in an organized fashion
- Create symptom checklists based on their intakes and utilize additional forms of assessment if necessary.
- Abide by insurance protocols, take copays/DED, make appointments in Pay DC at the end of each day
- Schedule patients, collect payment, and document in correct trackers
- Have all notes signed off by an LPC if you are a candidate for a license
- Dress professional and clean the office at the end of each day

Qualifications Licensed Professional Clinical Counselor or LPC

PREFERENCE WILL BE GIVEN TO BCIA CERTIFICATION OR SOMEONE WILLING TO OBTAIN THEIR CERTIFICATION WITHIN 6 MONTHS.