**Professional BCIA Certification Training:**

**Biofeedback:** Oct. 27-31, 2007, Hawthorne, NY
**Apr. 12-16, 2008, Miami, FL**
**Neurofeedback:** November 9-12, 2007, May 2-5, 2008, Hawthorne, NY

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Job Summary:

Administers Biofeedback therapy to psychotherapy patients. Demonstrates courtesy and helpfulness toward patients, staff, clients and other visitors.

- Ensures proper management of patients’ Biofeedback therapy
- Provides patient accurate interpretation of treatment
- Ensures proper documentation on patients record
- Coordinates patient schedules with Office Manager

Responsible for other duties as required or assigned.
- Stays informed of company policies, and trends and changes in the industry.
- Completes special projects as assigned.
- Assists office manager with making phone calls, doing billing or any other task.
- Must work an 8 hour shift each day

Please contact Linda Sherfield, Director of Operations at 213.500.2206 or email resume to lindas@universalpsychiatric.com.

This document is intended to describe the general nature and level of work performed. It is not intended to serve as an exhaustive list of all duties, skills, and responsibilities required.