

JOB DESCRIPTION

Position: Biofeedback Technician

Reports To: Director of Neurofeedback

COMPANY MISSION STATEMENT

The mission of InMindOut is to offer the highest standard of emotional wellness products and services. We believe that change is obtainable and can begin with one step.

VISION

- Where life's daily experiences involve love, presence, peace, and hope.

VALUES

- Get comfortable with being uncomfortable
- Create Movement
- Practice Acceptance
- Find Gratitude
- Be Compassionate and Vulnerable
- Integrity in our intentions
- Growth Mindset
- Take Ownership
- Do the next right thing
- Service Excellence
- Self-Care
- Adaptability

PRIMARY FUNCTION/PURPOSE

The **Biofeedback Technician** helps clients enhance their cognitive flexibility and control, providing relief from symptoms of mental health and behavioral challenges such as ADHD/ADD, anxiety, depression, insomnia, and chronic pain.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Job Responsibilities:

- Execute neurofeedback treatment plan and integrate neuro and biofeedback treatment modalities with other areas of client treatment.
- Administer neuropsychological assessments and complete comprehensive intake questionnaires.
- Acquire and submit quantitative EEG data for processing.
- Monitor client responses to training sessions, coordinate with clinical team if training adjustments need to be made.
- Keep clear, detailed, and concise records of training sessions, goals, and treatment response in timely manner.
- Communicate with client's therapist regarding patient care issues, behavior plans, safety plans, therapeutic challenges, etc.
- Maintain, clean, and inventory neurofeedback equipment and supplies.
- Assist in tagging and labeling all equipment.
- Attend training supervision as required.
- Participates in staff meetings and contributes to discussion on quality client care.
- Maintain an organized calendar with support staff.
- Understanding/Training for session logs from all appointments.
- Other duties as assigned.

Biofeedback Marketing (As Needed)

- Attend/lead marketing events in the community.
- Prepare marketing material for upcoming marketing events.
- Create and update marketing materials as needed.

Educational Department Assistant (As Needed)

- Assisting in creating Course content for Partnered Individuals.
- Formatting Existing CEUs.
- Developing quizzes & Exam sheets for Partnered Courses.
- Editing all PWPT courses in IMO layout and style.

- Revising all new Evaluations for course material.
- Creating/ Editing Lab Manual criteria.
- Researching Information that is credible for CEUs and projects.
- Create specific CEUs based off assigned subjects.
- Assist with correlating proposed scheduled based off project layouts.
- Revising existing forms/materials into updated formats and projects.
- Relays correct MLA formats and Citations for all Course materials.

Miscellaneous Items

- Assisting the CEO and director in tasks that support InMindOut.
- Other duties as assigned.

PREFERRED REQUIREMENTS

- Candidate should be BCIA certified or willing to become so.
- To be considered for this position, candidates should have experience minimum of 2 years' experience in a similar role and must possess significant knowledge, experience, and abilities to successfully perform the responsibilities listed.
- Bilingual and Relevant education and/or training will be considered a plus.
- IMO is an Equal Opportunity/Affirmative Action Employer.
- All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, protected veteran status, or disability status.

Please email resumes and/or CVs to employment@inmindout.com.