



Position: Clinical Coordinator

Reports to: Clinical Director

Part-time: 35-40 hrs./month

This is primarily an in-office position – limited remote work

This position supports clinical function and works closely with the Clinical Director and Office Manager in managing clinical communication, scheduling, and client paperwork.

The ideal candidate for this position has functional knowledge of clinical function such as HIPAA and privacy regulations, etc., demonstrates use of trauma-informed practices, demonstrates strong organizational skills and attention to detail, and works collaboratively with the clinical and office team.

Purpose and Scope

- The Clinical Coordinator supports clinical activities and ensures that all aspects of clinical programs maintain the highest quality of service, are in alignment with the agency goals, and adhere to the mission and values of the agency.
- The position works closely with the Clinical Director to facilitate client communication, scheduling and tracking of client information.

Essential Responsibilities

- The Clinical Coordinator is responsible for tracking and responding to client and provider inquiries about services, and providing referral resources as necessary
- The Clinical Coordinator is responsible for scheduling client intakes, setting up groups, managing wait lists, communicating with clients on the waitlist, and tracking client statistics for board reports.
- The Clinical Coordinator manages and tracks all client paperwork, specifically intake paperwork.
- The Clinical Coordinator works with the office manager to trouble shoot client financial issues/payment/insurance.
- Set up 1-day workshops – track and communicate with clients, presenters
- Work with Development Director and E.D. to set up systems and collect data to show quantitative and qualitative impacts of services for community and fundraising purposes.

SKILLS, EDUCATION, & EXPERIENCE

- Master's level degree in counseling, psychology, or social work
- Valid WA State License (LMHC, LICSW, LMFT)
- Clinical experience in providing or administering clinical programs.
- Exposure and preferable experience in working with complex trauma in adults
- Excellent written and verbal communication and problem-solving skills
- Ability to work with a small team and understanding of the challenges and benefits of supporting a small non-profit team.
- Proficient computer skills: Internet; Email; MS-Word; Excel; Practice Management Software