

Program Coordinator/Therapist Part Time or Full Time

About the Position

Elevate Health and Wellness is seeking a Program Coordinator to join our new female residential mental health program opening this Fall in Clinton, CT. This is a unique opportunity to be part of a program from the ground up, helping to shape its systems, culture, and long-term success. The Program Coordinator will play a key role in supporting adolescent and adult women, while also contributing to the growth of a program designed to provide the highest quality of care. We are looking for a Therapist who is motivated, reliable, and passionate about the field of psychology, and not afraid of taking decisions. This position is a blend of clinical and administrative responsibilities. This position offers the chance to build a meaningful career with a company that values excellence, integrity, and long-term commitment. Reliable transportation and dedication to the success of this program are essential. Our ideal candidate will take on this role full time, but it may be split between two part time candidates.

Administrative Responsibilities:

- Drive program referrals and follow up with referral sources and potential clients.
- Maintain full census and waiting list management when applicable.
- Develop strategies to enhance program visibility and increase admissions.
- Oversee daily operations of both residential units to ensure smooth functioning.
- Develop, implement, and monitor clinical work, and procedures that support program effectiveness and compliance.
- Ensure adherence to Department of Public Health (DPH) and Department of Children & Families (DCF) licensing requirements.
- Participate in program audits, inspections, and quality assurance activities.
- Manage staff scheduling and coverage to ensure safe and therapeutic staffing levels.
- Oversee utilization review (UR) for all patients to maximize coverage and maintain compliance with payer requirements.
- Collaborate with billing and administrative staff to ensure accurate documentation for reimbursement.
- Track authorizations and follow up on denials or appeals as needed.
- Post menus and oversee food delivery, ensuring compliance with dietary needs.
- Manage supply inventory for program operations.
- Prepare reports for leadership on census, staffing, quality indicators, and financial performance.
- Assist in training and onboarding new staff.
- Provide ongoing coaching, supervision, and professional development.
- Conduct regular team meetings and case conferences.
- Assist in utilization review (UR) for all patients to maximize coverage and maintain compliance with payer requirements.
- Collaborate with billing and administrative staff to ensure accurate documentation for reimbursement.
- Track authorizations and follow up on denials or appeals as needed.

Clinical Responsibilities

- Provide direct clinical services (individual, family, and group therapy) for approximately 50% of the role.
- Supervise program staff including therapists, residential counselors, and support staff, with daily review and sign-off on clinical documentation.
- Ensure treatment plans and interventions are evidence-based and meet client needs.
- Monitor client outcomes and retention, addressing barriers to engagement.
- Ensure staff and program adhere to HIPAA, confidentiality, and safety standards.
- Oversee incident reporting and participate in risk management reviews.
- Conduct regular program safety checks (environmental, food service, medication handling).
- Coordinate family involvement through the intake process and ongoing communication.
- Provide family education and support to strengthen treatment outcomes.
- Build and maintain strong referral networks with community providers, schools, hospitals, and other stakeholders.
- Represent the program in community meetings and outreach initiatives.

Qualifications

- Master's degree in Social Work, Counseling, or related mental health field required; independent licensure (LCSW, LPC, LMFT) strongly preferred.
- Minimum 3 years' experience in the field.
- Experience in residential, IOP, or similar behavioral health settings strongly preferred.
- Strong knowledge of DPH and DCF regulations.
- Excellent leadership, organizational, and communication skills.
- Ability to balance clinical work with administrative responsibilities.

Requirements

- Must have a Master's Degree in Psychology or related field
- Fully licensed as a therapist/counselor in Connecticut.
- Must undergo background checks
- Have an entrepreneurial mindset and be client-focused
- Must have flexibility to work different shifts as needed
- Strong interpersonal skills and ability work well with all colleagues, patients and their families
- Experience with EMRs
- Experience in Residential treatment setting

Benefits:

- Retirement plan with employer match
- Paid time off (PTO)
- Flexible schedule
- Employee discount program
- Professional development opportunities

If you are looking to join a **friendly, growth-minded clinical team** providing high-quality care in a flexible work environment, we'd love to hear from you.

How to Apply:

Please submit your **resume and cover letter** to Jennifer Hrbek at jhrbek@elevatehwct.com and be sure to include answers to the following questions:

- When did you first obtain your clinical license (LCSW, LPC, LMFT, etc.) and in which state?
- What specific populations and treatment settings have you worked with (e.g., adolescents, adults, IOP, substance use, telehealth)?
- Why do you believe you are the best candidate for this position?
- Are you seeking full-time (40 hours/week) or part-time (24 hours+/week)?
- If part-time: What is your desired hourly rate?
- If full-time: What is your desired annual salary range?
- Do you currently need healthcare benefits through your employer?
- When would you be available to start if offered the position?

