



## **Clinic Manager - Hastings MN**

Wild Tree Psychotherapy, LLC (“Wild Tree Wellness”) is a group private practice providing behavioral/mental health services which integrate mind-body wellness approaches within a warm, welcoming, home-like office environment. We offer individual, couples, family, and group psychotherapy services to children, adolescents and adults.

Founded in 2015, we recently opened our fourth office location in Hastings, MN. Our other established locations include: St. Paul, White Bear Lake, and Eagan.

Our core values include:

- A Mind-Body approach with a trauma-focused lens.
- Work-Life Balance: Most of our full-time employees see clients 4 days per week.
- We consider 32 hours to be full-time. Part time employment is anywhere from 16-28 hours.
- Community Connection: We prioritize and encourage regular consultations and connection amongst our team
- Growth and Learning: We offer annual CEU stipend and a free monthly Lunch and Learn

### **We are looking for a Clinic Manager for our brand new Hastings office.**

This individual will have an integral role in helping to build a diverse team of clinicians. While recruitment is not part of the duties, interviewing, onboarding, and team building would be required. This is a wonderful opportunity to help build and grow your own team.

This role functions as part of the leadership team at Wild Tree Psychotherapy regarding clinical and administrative elements of the Hastings office location. We have a close-knit leadership team that values and prioritizes relational support and a teamwork attitude.

The Clinic Manager role is a W2, salaried position expected to work 32 hours per week. Of these hours, 12-15 hours are direct client care and the remainder would be supervision and/or managerial/administrative in nature.

We offer the flexibility and autonomy to decide your own schedule. There is no expectation to work nights, weekends, nor holidays.



## **We offer:**

- Beautiful, fully-furnished individual offices in a charming historic building
- Flexible schedule: the ability to choose the days and times you'd like to work
- Work-life balance: this job is considered FT with an expectation to work 32 hours per week. Most FT employees work 4 days per week
- Steady referrals and the ability to quickly build a caseload.
- Annual CEU stipend and free lunch and learns for continual growth and development
- Monthly staff consultations where we connect as a team, enjoy lunch, share and consult on cases
- Free optional monthly consultations specific for: couples work, perinatal support, early childhood/play, trauma
- Mileage reimbursement according to IRS standard mileage rates
- Malpractice insurance
- Earned safe and sick time
- Health, dental and vision insurance
- Life insurance, short and long term disability insurance
- PTO

## **Job Requirements:**

### Clinical Duties:

- Provide individual, couples and/or family mental health counseling services in an outpatient clinic setting. Counseling sessions may be one-to-one, group therapy, or family sessions (12-15 sessions/week).
- Complete diagnostic assessments, treatment plans and termination summaries.
- Complete clinical documentation/records in compliance with third party and policy requirements in a timely manner following each client contact.
- Engage in care coordination with client care team, as appropriate.
- Provide clinical supervision to assigned student interns and pre-licensed post-graduate clinicians.
- Provide regularly scheduled individual and group supervision meetings.
- Attend supervisor monthly meetings.
- Maintain documentation of time, date and content of each supervision session.



#### Administrative Duties:

- Provide supervisory oversight of all licensed clinicians at site, to include quarterly contact and annual reviews.
- Provide regular feedback regarding productivity, behavior patterns, and collegial engagement.
- Offer individual consultation as needed.
- Facilitate monthly site consultation meetings.
- Create an agenda and plan shared meals in collaboration with the Operations Manager.
- Manage office utilization data internal personnel.
- Complete orientation/on-boarding with new staff at site.
- Serve as primary point of contact for clinic site staff.

#### Executive Duties:

- Meet with/update Clinical Director monthly.
- Engage in leadership team to further enhance business and clinical practices, to include monthly meetings and annual retreat.
- Initiate external referral relationships in the local community.

#### Requirements:

- Master's Degree in mental health counseling, marriage and family therapy, or other related field plus two years of experience required.
- Independently Licensed with applicable licensing board (LP, LICSW, LMFT, LPCC).
- Strong interest in program management and development.
- Knowledge of the current best practices in mental health clinical settings.
- Qualification to supervise and manage staff. Previous supervisory experience is highly preferred.
- Moderately flexible availability preferred.

Learn more about Wild Tree and our team: <https://wildtreewellness.com/>

Please email interest and resume to our Operations Manager, Brooke Hopfauf, [info@wildtreewellness.com](mailto:info@wildtreewellness.com)