



Dream Catcher Therapy Center, Inc.  
5814 Highway 348  
Olathe, Colorado, 81425  
EIN: 84 1488284

Executive Director: Kathy Hamm  
[info@dctc.org](mailto:info@dctc.org)  
Phone: (970)323-5400

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**Job Title:** Office Manager, Full-time

**Organization:** Dream Catcher Therapy Center (<https://dctc.org/>)

**Location:** Olathe, CO

**Job Type:** Full-Time, Salaried

**Compensation:** \$42,000 - \$58,000 annually, depending on experience, plus 8 hours of Paid Time Off (PTO) accrued monthly following a 120-day Probationary Period

### **About Dream Catcher Therapy Center:**

Dream Catcher Therapy Center (DCTC) is a not-for-profit, full-service Mental Health clinic. DCTC provides equine-assisted therapy and other therapeutic services to individuals of all ages, helping them overcome physical, emotional, and developmental challenges in a supportive environment.

### **Why Join Us?**

We are looking for more than an assistant; we are looking for an Operational Leader. We know that a smooth-running front office is the foundation of our clinical success. At DCTC, you won't just be "doing tasks"—you will be the architect of our office systems and a vital part of a mission-driven team.

### **Position Summary**

The Office Manager oversees all administrative, financial, and operational functions of the clinic. This role is responsible for ensuring client satisfaction from the first phone call to the final insurance claim. You will have full ownership of the administrative workflow, including billing, bookkeeping, and office logistics.

### **Key Responsibilities**

- **Financial Stewardship:** Manage full-cycle bookkeeping in QuickBooks, process payroll, and coordinate with our CPA for annual reporting.



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- **Insurance & Billing Leadership:** Own the insurance process, including claims submission, tracking reimbursements, and supporting the billing agency to resolve billing discrepancies.
- **Clinic Operations:** Manage the master schedule, oversee intake processes for new clients, and ensure HIPAA compliance across all digital and physical records.
- **Strategic Support:** Assist the Executive Director with grant reporting data and board meeting preparation.
- **Vendor & Facility Management:** Act as the primary point of contact for vendors and service providers to keep our ranch and office facilities running efficiently.

## Benefits

- **Competitive Salary:** We offer a wage that reflects the high level of responsibility this role carries.
- **Paid Time Off (PTO):** Accrue 8 hours of PTO per month (approximately 12 days per year) following a 120-day introductory period.
- **Professional Growth:** Opportunities to attend nonprofit management or healthcare leadership training.
- **Unique Work Environment:** Spend your day at a beautiful therapeutic ranch where your work directly impacts lives.
- **Career Growth & Succession Opportunity:** This role is designed for a visionary professional looking to build a legacy. As our Executive Director prepares for future retirement, the Office Manager will be uniquely positioned for a leadership trajectory, gaining the high-level nonprofit governance experience necessary to eventually lead the organization.

## Qualifications

- **Experience:** 3+ years in office management, ideally within a medical or mental health setting.
- **Technical Mastery:** High proficiency in QuickBooks and medical billing software/EHR systems.
- **Accountability:** A "business-owner" mindset; you see a problem and solve it before it's asked of you.



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- **Communication:** Exceptional ability to communicate with staff, donors, and families with professionalism and empathy.

## How to Apply

Please submit a resume and a brief cover letter explaining why you are the right fit to lead our operations to [info@dctc.org](mailto:info@dctc.org).

*Dream Catcher Therapy Center is an equal-opportunity employer. We prioritize creating a stable, supportive work environment for our team.*