



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

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

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 90-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 an experienced administrative professional to serve as our Operational Leader. We know that a smooth-running front office is the foundation of our clinical success. At DCTC, you will be the architect of our office systems and a vital part of a mission-driven team.

Position Summary

The Office Manager ensures the smooth and professional operation of the clinic's administrative functions. This role serves as a central hub for office logistics and provides vital support to our therapeutic staff. We are seeking a proactive, detail-oriented individual who can work independently to maintain high standards of documentation and clinical support.

Key Responsibilities

- **Documentation & Communication:** Maintain and update vital organizational documents on an ongoing basis, including bylaws, internal policies, and operational procedures.



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- **Clinical Administrative Support:** Support therapists with the scheduling and intake process by ensuring all necessary information is collected for client records and billing.
- **Administrative Independence:** Identify administrative needs or inefficiencies and resolve them independently to keep the office running smoothly.
- **Records & Compliance:** Oversee the organization of digital and physical client records to ensure total HIPAA compliance and confidentiality.
- **Liaison & Oversight:** Serve as the internal point of contact for our external bookkeeper and billing agency to ensure administrative accuracy and timely communication.
- **Executive Support:** Assist the Executive Director with organizing data for grant reporting and specialized administrative projects as needed.
- **Staff & Internal Support:** Support the clinical team by establishing staff meeting agendas, taking detailed meeting minutes, and ensuring follow-up items are communicated.
- **Vendor & Facility Coordination:** Act as the primary contact for vendors and service providers to ensure our ranch and office facilities are well-maintained.

Benefits

- **Professional Salary:** A steady wage that reflects the importance of this central administrative role.
- **Paid Time Off (PTO):** Accrue 8 hours of PTO per month following the introductory period.
- **Unique Work Environment:** Work at a beautiful therapeutic ranch where your administrative efforts directly support community mental health.



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Qualifications

- **Experience:** 3+ years in office management or high-level administrative support. Experience in a medical, mental health, or nonprofit setting is preferred.
 - **Strong Writing Skills:** Exceptional written communication skills are essential for drafting and updating formal policies and procedures.
 - **Proactive Problem-Solving:** Ability to work independently and take the initiative to resolve administrative hurdles as they arise.
 - **Organizational Mastery:** Highly organized with the ability to manage multiple priorities without constant supervision.
 - **Professionalism:** Ability to interact with staff, donors, and families with a high degree of empathy and discretion.
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How to Apply

Please submit a resume and a brief cover letter explaining your interest in the position and your relevant experience to info@dctc.org.

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