



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: Clinical Manager, Full-time

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

Location: Olathe, CO

Job Type: Full-Time, Salaried

Reports To: Executive Director

Compensation: \$50,000 - \$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.

Position Summary

The Clinical Manager at Dream Catcher Therapy Center serves as a vital bridge between administrative operations and clinical excellence. This leadership role oversees daily clinical compliance, guides the therapy team through complex documentation and insurance coding workflows, and manages core HR operations for clinical staff, including time-off and team scheduling. Additionally, the Clinical Manager champions the successful onboarding of new clinicians and coordinates the oversight structure for interns and their respective supervisors.

Role Evolution & Growth Path

Please Note: Dream Catcher Therapy Center is in an exciting phase of growth. Initially, administrative and managerial tasks will not require a full 40-hour work week. Therefore, this full-time salaried position will begin with a higher clinical caseload (approximately 15–20 client sessions per week).



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As our practice expands and we hire more therapists, your administrative, HR, and oversight responsibilities will naturally increase. To accommodate this, your required client caseload will systematically decrease over time, allowing you to transition into full-time Clinical Management duties. We are looking for a leader who is excited to build our clinical infrastructure from the ground up while staying deeply connected to client care in the early stages.

Key Responsibilities

1. Personnel Management & HR Operations

- Manage human resources functions for the clinical team, including tracking and approving vacation, sick leave, and paid time off (PTO).
- Coordinate team schedules and monitor caseload capacities to prevent clinician burnout and ensure smooth practice coverage.
- Conduct performance evaluations and partner with the executive team on performance improvement plans or policy implementations when necessary.

2. Clinical Oversight & Intern Coordination

- Clinical Practice (Initial Focus): Maintain an initial clinical caseload of roughly 15–20 client sessions per week, providing high-quality, licensed therapy. *Note: This caseload will scale downward as the therapist team grows and management demands increase.*
- Act as the primary administrative point of contact for the practice's internship program, ensuring interns are properly paired with their designated Clinical Supervisors.
- Conduct routine audits of client files and electronic health records (EHR) to ensure compliance with HIPAA, state licensing boards, and insurance regulations.
- Serve as the primary internal resource for therapists regarding documentation questions, clinical ethics, and case conceptualization.



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3. Insurance, Billing & Coding Support

- Provide expert guidance to the clinical team on proper CPT (Current Procedural Terminology) and ICD-10 coding practices to maximize claim approval.
- Collaborate with the billing department to resolve coding errors, claim denials, or documentation requests from insurance panels.
- Train staff on updates to coding regulations and medical necessity requirements.

4. Onboarding & Team Development

- Lead the clinical and operational onboarding process for newly hired therapists and incoming interns, introducing them to practice culture, EHR systems, and workflows.
- Lead team clinical consultation groups and staff meetings to foster collaboration and ongoing professional growth.

Qualifications & Requirements

- **Education:** Master's or Doctorate degree in Counseling, Social Work, Marriage and Family Therapy, or a related mental health field.
- **Licensure:** Active, unrestricted independent clinical license (e.g., LPC, LCSW, LMFT, PsyD).
- **Experience:** 3–5 years of post-licensure clinical experience. Minimum 1–2 years of experience in a leadership, management, or supervisory role within a group practice or clinic setting.
- **Management Skills:** Demonstrated experience managing HR tasks (like PTO tracking, scheduling, or performance reviews) and overseeing diverse teams.
- **Technical Skills:** Strong familiarity with mental health billing, CPT codes, ICD-10 diagnostic coding, and EHR management.



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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.