



Therapy Department Coordinator Job Description

Purpose and Responsibilities

Under the direction of the Clinical Director, the Therapy Department Coordinator is responsible for general support of the therapy department, including administering the Therapy waitlist, connecting clients and therapists, and communications with clients, as well as providing administrative support and assisting walk-in clients.

Job Duties

Communication:

- Be able to communicate fluently with all clients in English and Spanish

Coordination:

- Create and maintain a waiting list of prospective clients in need of placement
- Organize and coordinate the placement of potential new clients from the waitlist with therapists for initial assessment.

Data Collection:

- Collect data for monthly reports to Clinical Director and Admin Team

Clerical and Administrative Support:

- Assist in maintenance of electronic clinical files, ensuring that they are complete and meet all agency and professional standards
- Assist Therapy Department staff with photocopying and filing
- Ensure complete assessment packets, and other forms are readily available

Advocacy:

- Be knowledgeable about social service agencies within the community in order to make referrals
- Provide potential clients with a description of all Lumina Alliance's services available to them, including emergency shelter and therapy

General:

- Participate in regular all-staff meetings and other Lumina Alliance meetings
- Complete other tasks as assigned by the Clinical Director

Qualifications

- Fluency in English and Spanish is required
- Previous or related experience is preferred

Key Characteristics

- Enjoys problem-solving and can find creative solutions
- Works closely, cooperatively, and collaboratively with others
- Able to handle sensitive issues with discretion and confidentiality





- Ability to learn new technologies and software
- Prioritizes tasks and manages competing deadlines.
- Ability to frequently and clearly communicate with supervisor and other staff.
- Can work independently with minimal supervision.

Requirements

- Must satisfactorily pass a Live Scan background check, paid for by employer.
- Completion of Lumina Alliance's 65-hr California State Certified Sexual Assault and Domestic Violence Crisis Counselor Training (provided as on-the-job training).

Position Title: Therapy Department Coordinator

Reports to: Clinical Director

Hours: Flexible/Full Time, 32-40 hours per week

Location: San Luis Obispo County

Salary Range: \$21.00 - \$23.64 (Bilingual differential of \$1/hr if applicable)

Benefits

- Generous health insurance benefits; silver tier plan premium for employee provided by employer
- Premium paid for dental and vision insurance by employer for employee coverage, life insurance plan
- IRA Retirement plan with employer matching contributions
- Paid Time Off including 16 paid holidays
- Opportunities to accrue additional PTO
- Various engaging internal committees on paid time, such as the Fun Committee, DEI Committee, and many others
- Family friendly workplace and generous pet accommodations
- Opportunities for growth within Organization

To apply, please submit a cover letter and resume, position is open until filled.

ABOUT LUMINA ALLIANCE

Lumina Alliance is a non-profit 501(c)(3) organization created by the merging of RISE and Stand Strong in July 2021. Their mission is to empower those impacted by sexual and intimate partner violence through innovative advocacy, healing, prevention programs. Services include 24/7 crisis and information line, case management, restraining order assistance, legal assistance, accompaniment and advocacy, emergency shelters, transitional housing, individual and group therapy, and robust prevention education. For more information, please visit www.LuminaAlliance.org





Lumina Alliance is an at-will and an Equal Opportunity Employer and does not discriminate against applicants due to race, ethnicity, gender, religion, national origin, veteran status, or on the basis of disability.

Lumina Alliance is a Drug Free Workplace.

