

Compass Healing Project
1200 Arapahoe Street
Golden, CO 80401
(760) 456-7713
www.compasshealingproject.com

Operations & Communications Assistant (Op-Com Assist)

We are currently seeking a self-motivated, operations and communications assistant to join our team! We are accepting applications for a fully remote, virtual/tech savvy, well-organized, task-oriented, and systems cultivator. This position has flexible hours and gives the bonus of learning the backend of a specialized psychotherapy private practice.

About Compass Healing Project: Compass Healing Project provides therapeutic services to individuals, couples and families across the state of Colorado and California. We specialize in working with adults and couples from a somatic therapy approach on all things trauma, attachment, whole-self (heart, mind, body, and soul) intersections with full spectrum intersections with sexuality, spirituality, and inclusivity. Our therapists are trained in a variety of therapeutic techniques; however, we specialize in Somatic Experiencing (SE), Somatic healing models, Psychobiological Approach to Couples Therapy (PACT), Internal Family Systems Therapy (IFS), Eye Movement Desensitization & Reprocessing (EMDR), and we use an attachment lens for much of our clinical work.

Compass Healing Project was created by Marriage and Family Therapist and whole-maker, Natalie Cooney, who has been practicing therapy for almost a decade and all things healing for two. She specializes in trauma and whole-self integration, ancient, and contemporary healing processes and seeks to hire team members who are dedicated to wholeness and high quality healing processes. Compass Healing Project is dedicated to creating a safe place for healing and providing support for people who want to heal and are open to a somatic approach. We are looking to add an operations and communications assistant who shares in creating safety and clarity through communications, is ethical, creative, and warm in their engagement with all levels of running the underbelly of the practice, while shooting for quality content in media communications.

Minimum Qualifications:

- No degree or training necessary
- Able and comfortable, open, calm, and confident in communications with potential clients, therapists on the team, community partners, third-party medical billing partners, and social media engagement.
- Work on behalf of Compass Healing Project's billing, operations, and communications across multiple platforms and systems
- Able to work virtually 8-10 hours a week. Additional hours and responsibilities assessed after 6 months.
- Experience with social media, CANVA or other content creation applications preferred.
- Willingness to learn new software and systems

Job Duties:

- Complete, create, and systemize weekly billing, community communications, and practice operations (i.e. payroll, website updates, medicaid claims/billing, etc).
- Support and co-create media, marketing, and social media content and engagement.
- Set up media, social media, and marketing content calendars
- Work on the backend of helping Natalie and/or other team members create virtual courses/workshops/e-learning to support user experience.
- Maintain regular (in regular business hours) correspondence, support with scheduling, billing, and case management support and referral retrieval for therapists on staff, with direct report to Clinical Director, Natalie Cooney.
- Maintain professional, ethical, and legal standards that are in line with Compass Healing Project's no discrimination policy, along with being open to diversity, inclusion, and treating all people with dignity and respect.
- Attend regular meetings with the clinical director via zoom for practice tasks and practice development efforts
- Keep up with regular email and phone calls and attend Compass Healing Project team meetings as necessary.
- Track tasks and weekly, monthly, quarterly goals
- Willingness to work with asana or similar task/time management software for transparency and accountability with clinical director
- Willing to be trained on any or all of the above.

Compensation:

\$22-24 an hour, depending on skills and experience. 1099 Independent Contractor Position.

To Apply: Send a cover letter and resume/CV or questions regarding contract to Natalie Cooney, Clinical Director, at natalie@compasshealingproject.com

Please note: This is a 1099 position. Persons paid on a 1099 basis are independent contractors and are self-employed. Independent contractors are required to pay all self-employment taxes (Social Security & Medicare) as well as income tax. Independent contractors generally do not receive any type of employment benefits from the employer. For more information please refer to irs.gov or talk with a tax professional.