

## Patient Care Manager at Center for Anxiety

The Center for Anxiety™ has 1-2 openings for Patient Care Manager positions for 2021-23. This is a terrific training opportunity for post-baccalaureate psychology students who hope to apply and get into clinical psychology Ph.D. or PsyD programs since the positions involve hands-on clinical work and research activities alongside administrative duties. Our previous/current students have been placed in programs around the world including UCLA, St. Louis University, Hebrew University, and many NY-area training programs (e.g., Columbia, NYU, Hofstra, Ferkauf, LIU). The Center for Anxiety™ invites applications for Patient Care Managers. These positions are full-time (40 hours/week) and require a two-year commitment, with a start date of May/June 2021. We anticipate hiring one manager for our Rockland County, NY office, and possibly our new Great Neck location.

Our Patient Care Managers serve as the first point of contact by telephone and email for patients and their families. They play an active role in the treatment process by conducting telephone screens, communicating information about our clinical services, determining the goodness of fit and feasibility of treatment for prospective patients, providing information about office policies, and coordinating the needs of VIP patients. Patient care managers also conduct structured diagnostic interviews, monitor high-risk patients to prevent clinical crises, help to manage clinical emergencies and priorities as they arise, audit or co-lead DBT skills groups, act as confederates in exposure therapy, and otherwise directly support clinical interventions.

Research activities include administering quantitative symptom assessment measures to patients, ensuring timely completion of electronic questionnaires by patients, tabulating, checking, and maintaining databases, and conducting preliminary statistical analyses under supervision/mentorship. Opportunities to contribute to conference abstracts and/or peer-reviewed manuscripts may be available depending on interest and skill level. Administrative duties include managing phone and email correspondence and appointment scheduling for our busy team of 25+ clinicians, billing and collections of professional fees, helping senior administrative staff with operational aspects of the practice, generating reports for weekly, monthly, and/or quarterly review, managing special projects/events and supervising 1-2 administrative interns. Patient care managers also typically participate in aspects of our program's regular internal educational programming, including weekly didactic lectures for doctoral psychology interns and postdoctoral fellows.

Interested candidates should send a cover letter specifying any geographical restrictions regarding which of our offices they do/don't wish to be considered for, a current CV, and names of at least three references, to the attention of our Program Manager, David Braid, MBA at [info@centerforanxiety.org](mailto:info@centerforanxiety.org) (references will not be contacted until after initial interviews are completed).