

[Center for Anxiety](#) has four **Patient Care Manager** positions available for 2022-24. We are hiring for our **Brooklyn, Manhattan, Rockland County, and Boston** offices. Center for Anxiety is an independent specialty practice that provides evidence-based effective therapy for adults, adolescents, and children. Patient Care Managers are full-time employees who serve as a first point of contact by telephone and email for prospective patients and their families. This is a terrific training opportunity for post-baccalaureate psychology students who hope to pursue graduate studies in psychology, social work, or a similar field, as the position involves hands-on clinical work and research projects alongside administrative duties. Our previous patient care managers 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 positions are full-time (40 hours/week) and require a two-year commitment, starting **summer 2022**.

Specific responsibilities of the Patient Care Manager include:

- Serve as a first point of contact by telephone and email for prospective patients
- Conduct structured telephone screens, communicate information about our clinical services, determine the goodness of fit and feasibility of treatment for prospective patients, provide information about office policies, coordinate referrals from hospitals and inpatient programs, and manage our group programs such as weekly DBT groups and Intensive Outpatient Programs.
- Manage phone and email correspondence and appointment scheduling for our busy team of 30+ clinicians, billing and collections of professional fees, helping senior administrative staff with operational aspects of the practice, managing special projects/events, and supervising 1-2 administrative interns.
- Manage in-office responsibilities such as greeting patients, coordinating office maintenance, restocking supplies, and arranging office culture events.
- Patient Care Managers have opportunities to participate in our regular educational and training programs, play a role in the provision of clinical services by observing group treatment sessions, audit and coordinate DBT skills groups, assist with exposure therapy, and participate in research, depending on capabilities and level of interest. Opportunities to contribute to conference abstracts and/or peer-reviewed manuscripts may also be available depending on interest and skill level.

The advantages of working at Center for Anxiety include:

- Fitness, Mental Health, Professional Development, and Relocation Funds
- Collaborative Environment and Professional Growth Opportunities
- Team Building Events, Happy Hours & Retreats
- In-office Lunch, Snacks, and Drinks

Interested candidates should send a cover letter, specifying which of our four offices they wish to be considered for, Curriculum Vitae, and names of at least 2 references to the attention of Alexandra Bishop via email at pcm@centerforanxiety.org. To be considered for the first group of interviews please apply by February 28th, however we will be considering applications on a rolling basis if positions are still available.