

Clinical Care Coordinator at the Portland DBT Institute

Position: Clinic Care Coordinator and DBT Skills Trainer (Virtual/Remote Position in Oregon)
Portland DBT Institute, Inc., Portland, OR

Deadline to Apply: March 30, 2026

Location: Virtual from within Oregon state

PDBTI is currently hiring a Clinic Care Coordinator and DBT Skills Trainer to work across its IOPs and across PDBTI teams: clinical, research, and administrative.

About Us:

Portland DBT Institute (PDBTI) is located in the heart of Portland, Oregon. We are a free-standing, outpatient mostly virtual (telehealth) clinic and training institute that serves both public and private sectors throughout all of Oregon and Washington states. We are an interdisciplinary team that places high value on ongoing professional development, providing quality service to clients of all backgrounds, and creating a supportive and equalitarian environment in which to work. We offer **comprehensive outpatient DBT** and **DBT Intensive Outpatient Treatments (IOP)** for **multi-diagnostic adults** including those with **eating disorders**, adults who are **acutely suicidal or recovering from an acute suicide episodes** well as **teens and families IOP services**. In addition to a wide range of clinical services, PDBTI provides training, consultation, and supervision in DBT regionally and throughout the United States. A **robust in-house training program** is available to all PDBTI staff to further enhance mastery of DBT and CBT. The Clinic Care Coordinator will have the opportunity to work closely with DBT experts, Linda Dimeff, PhD (Institute Director) and Andrew White, PhD, ABPP (Associate Director), in conducting and presenting DBT research. They will also have the opportunity to assist in operations and quality improvement efforts for one of the largest free-standing DBT clinics in the world.

Job Description: This position is ideal for highly motivated, academically outstanding, graduate school-bound post-baccalaureates because of the wide range of opportunities it affords: treatment development, skills training, direct client contact - from intake and skills training through program evaluation. You will be working with highly seasoned clinicians and administrators who care deeply about improving the lives of people who are suffering from behavioral health problems and are fully committed to science and DBT fidelity.

Tasks performed by the **Clinic Care Coordinator and DBT Skills Trainer** will include a wide range of service activities across three primary domains: Clinical, Research, and Operations. **Clinical activities** include: leading and/or co-leading DBT skills training group, meeting with patients to practice skills and help identify helpful community resources, aid in discharge coordination. You will learn DBT skills and know how to teach them. **Research activities may** include: conducting patient interviews as part of PDBTI's program evaluation effort; and analyzing and presenting program evaluation data. Individuals will have opportunities to serve as a co-author on presentations of data and publications from data associated with outcomes from our

clinic. **Operations focused activities** will include an active role in planning and coordinating all administrative and clinical tasks associated with our services, from co-developing and implementing patient flow procedures, conducting initial eligibility screenings and insurance authorizations, assignment of patients to service delivery, ensuring that all patients are assessed for on time and thorough completion of assessments.

The ideal candidate has exceptional interpersonal skills, naturally warm, exudes kindness, compassion, has an easy manner, and is not afraid to lead. They are ambitious, highly motivated, tech-savvy, efficient problem-solver, accustomed to working hard, exceptionally organized and detail-oriented. They love science, DBT, and envision a career in the sciences. Additional, ideal qualities include: exceptional project management, a strong writer, excellent communicator, and a fan of details.

Other responsibilities may include:

- Conducting literature searches and extracting key content
- Establishing and maintaining strong relationships with clinician and patient research participants
- Aid in data cleaning, data analyses, and writing up research findings.
- Developing study materials and protocols
- Creating and maintaining databases
- Assisting Associate Director, IOP Director and Clinical Operations Director with developing and implementing materials across clinical programs

Essential Qualifications:

- Friendly, personable, and approachable
- Excellent communication skills, in person, writing, and via email
- Highly detail oriented, organized and thorough
- Comfortable making phone calls
- Tech savvy; not intimidated by learning new technology
- Active problem-solver and independent worker
- Background, or interest, in health or mental health
- Effective in an unstructured environment; a self-starter who doesn't require supervision and oversight
- Able to juggle many balls (metaphorically, of course) at one time
- Enthusiastic team-member who thrives in tight-knit environment
- Research experience

Salary. Salary begins at an annualized full-time salary of \$47,000; Year 2, \$52,000; Year 3, \$56,000. Position is full-time, remote with outstanding benefits.

Additional Details.

- Candidates must reside in Oregon or be willing to relocate to Oregon for the role.

- This role is a 3-year commitment. This will help ensure sufficient time to master their job duties, train their replacement, and accumulate the kind of experiences that will make them highly competitive applicants for graduate school.

Applicants:

Please send a letter of interest, unofficial undergraduate transcript(s), and resume to Linda Dimeff, PhD at: hire@jasprhealth.com.