

WORK VAPOR

Job Link: <https://workvapor.com/jobs/client-care-coordinator-part-time-17-hr-pay-paradigm-therapy/>

HIRING ORGANIZATION

CLIENT CARE COORDINATOR PART-TIME

Paradigm Therapy

EMPLOYMENT TYPE

BASE SALARY

USD 17 - USD 18

Full-time, Part-time

DESCRIPTION

Company: Paradigm Therapy
Position: Patient Coordinator
Industry: Mental Health / Healthcare
Location: Remote (Raleigh, NC preference)
Employment Type: Part-time (10 hrs/week)
Salary: \$17/hour
HR Contact: admin@paradigmtherapypractice.com

JOB LOCATION

UNITED STATES
? Remote work from: UNITED STATES

DATE POSTED

? 03/10/2026

About the Role

- Act as first point of contact for new clients
- Provide warm and supportive intake experience
- Help match clients with suitable therapists
- Support light marketing and outreach activities
- Ensure smooth scheduling and front-end operations

Key Tasks

- Answer phone calls and emails promptly
- Conduct welcoming intake conversations
- Coordinate calendars and schedule appointments
- Maintain accurate client data in SimplePractice EHR

- Assist with social media and community outreach
- Track referral sources and intake metrics
- Monitor conversion rates and client flow

What They Want

- Friendly and professional communication style
- Strong written and verbal communication skills
- Detail-oriented and organized
- Comfortable with multitasking
- Compassionate approach with clients
- Tech-savvy with web-based tools
- Bonus: 3–5 years admin or healthcare experience
- Bonus: Experience with EHR systems like SimplePractice or TherapyNotes

Why Join

- Fully remote flexible role
- Paid Time Off available
- Supportive and collaborative team
- Meaningful work helping clients
- Opportunity to grow with expanding practice
- Build skills in operations and client experience
- Positive and professional work culture

How to Apply

Send your resume or contact on WhatsApp at admin@paradigmtherapypractice.com