Job Title
Neurotherapy Clinical Manager

NeuroGrove is an integrative, brain-based mental health and wellness center that promotes optimal health of the brain, mind, body, and spirit. We are currently seeking a passionate and motivated individual to join our growing practice as a Neurotherapy Clinical Manager.

NeuroGrove utilizes some of the most advanced brain technology available in order to help our clients optimize their brains, overcome their challenges, and become the best versions of themselves. Many clients come to us with physical, cognitive, and emotional challenges that have not been adequately resolved through conventional approaches. We help them discover the roots of their challenges using 3D functional brain imaging and comprehensive brain-body wellness assessments. We then design individualized treatment programs that integrate a variety of cutting-edge interventions, such as swLORETA neurofeedback, transcranial neurostimulation, and neuropeptides. We also provide psychotherapy, functional medicine, nutritional coaching, movement therapy, and wellness education.

NeuroGrove serves clients with a variety of physical, cognitive, and emotional challenges, including traumatic brain injury, anxiety, posttraumatic stress, developmental trauma, depression, attention-deficit hyperactivity disorder, memory problems, sleep disorders, chronic headaches and migraines, and more. We also provide optimal performance training for executives, students, athletes, meditators, and other healthy clients who desire to gain an edge in their respective disciplines.

Additionally, NeuroGrove implements a scientist-practitioner model by collecting and analyzing pre-post data on all our clients. We are actively involved in presenting and publishing research, as well, which informs the evaluations and interventions we provide to our clients. This makes NeuroGrove an optimal learning environment for clinicians wanting to improve both their clinical and research skills. For more information about our practice, please visit www.neurogrove.com.

Qualifications
This position requires a master’s or PhD level degree and current clinical licensure in social work, counseling, or psychology (e.g., LCSW, LPC, LP, etc.). Neurofeedback experience and BCN certification is required for this position. Psychotherapy, neurostimulation, and biofeedback experience is strongly preferred.
Additional Qualifications
- Maintained registration with the State of Colorado for specific licensure (e.g., Licensed Professional Counselor)
- Knowledge of filing systems and electronic health records
- Proficiency in mental health ethical guidelines
- Working knowledge of HIPAA compliance standards
- Ability to maintain a high degree of confidentiality

Roles & Responsibilities
The Neurotherapy Clinical Manager position involves a variety of responsibilities, with time spent in both clinical management duties and direct client care. Primary roles will include:

- Artifact and analyze EEGs
- Review brain assessment results with clients and complete clinical notation
- Develop treatment plans with neurofeedback and neurostimulation protocols
- Monitor and manage remote neurofeedback program
- Train and oversee neurotherapy clinicians
- Implement and manage staff workflow processes to ensure maximum productivity and effective cost management
- Assist other clinicians with technical troubleshooting
- Coordinate with technical support and vendors to ensure proper functioning and maintenance of equipment and supplies
- Manage client communications and scheduling
- Complete assessments, neurofeedback, neurostimulation, and biofeedback training
- Provide psychotherapeutic support to clients
- Train clients in stress-regulation, mindfulness, and coping skills
- Utilize wellness coaching skills to support clients in their wellness goals
- Coordinate staff meetings and group collaborations
- Keep appropriate, timely, and confidential records of client services
- Collaborate with intake, administrative, and support personnel
- Ensure maintenance of ethical and legal standards within the practice
- Coordinate and oversee wellness classes, workshops, webinars, and/or educational presentations for clients and the community
- Develop and manage social media and educational content for the practice
Desirable Aptitudes

- Present a confident, professional, and friendly demeanor when working with clients, other professionals, and the public
- Excellent oral and written communication skills
- Computer and technology competence
- Organization, attention to detail, and accurate record-keeping
- Strong work ethic and self-motivated
- Quick learner and enthusiasm for education and personal growth

Desirable Knowledge

- Basic understanding and interest in topics like integrative mental health, neurophysiology, mindfulness, EEG, neurofeedback, biofeedback, nutrition, somatic therapies, and functional medicine

**Note:** All team members are expected to engage in development of industry-relevant skills and knowledge

**Schedule**
Specific hours for this position will be determined between Dr. Bell and the prospective clinical manager. This is a full-time position, and could include evening and weekend hours.

**Compensation**
Annual Range: $70K – $100K / year.
*Compensation determined by applicant’s level of experience, education, and licensure.*

**Benefits**
NeuroGrove offers full-time employees:
- Medical, Dental, and Vision Plans
- 401K Plans
- Sick Leave & PTO

**Working Conditions**
Personnel can expect to sit for long periods of time, use computer screens throughout the day, and regularly draft typed notes. Personnel need to be able to lift approximately twenty pounds up to five feet above the ground. Work will be accomplished indoors, throughout various offices and rooms within a multi-room integrative brain wellness center.

**To Apply**
Interested applicants should send their cover letter and resume to drbell@neurogrove.com.