



**Kind Therapy, LLC.**

**2924 Marketplace Drive Suite 101 | Fitchburg, WI 53719**

**Phone: (608) 886-9595 | Email: [Sara@Kindtherapyllc.com](mailto:Sara@Kindtherapyllc.com) | Web: <http://www.kindtherapyllc.com>**

---

## **Part Time Intake Coordinator/Admin Assistant Opening at Kind Therapy in Fitchburg, WI**

Are you interested in making a lasting impact in people's lives by working in a small, supportive, and personal environment? We need you to enhance our fun, supportive, and positive-minded team of mental health providers!

Kind Therapy, a small group private practice in Madison, is seeking a part-time referral coordinator/administrative assistant to join our dedicated team. Ideal candidates will have experience and/or interest working in a medical or mental health setting. Candidates must be initiators, well-organized, strong communicators, collaborative, and able to work independently. The hours for this position are flexible and vary based on need. Hours are expected to average 5-7 hours per week to start, with opportunities for additional hours based on interest and need.

We will support you with maintaining a positive work-life balance, building strong community partnerships and connections, and enhancing your skills in a mental health practice, all while making a lasting impact in the lives of others and gaining valuable work experience in a group practice setting. If you want to be part of our work family, please apply!

### **We provide:**

- Competitive hourly compensation (\$21/hour, negotiable with more experience)
- Autonomy to choose and manage your own schedule (hybrid work options)
- Supportive team environment
- Paid training and supervision

### **Candidate Requirements:**

- Experience working in a mental health or medical setting (graduate student pursuing a degree in counseling or closely related field is acceptable)
- Willingness to respond to client calls and emails Monday-Thursday in a timely manner.
- Ability to work in person out of our Fitchburg office as needed. Remote work is also okay.
- Commitment to inclusive, culturally sensitive mental health services
- Training in HIPAA compliance or willingness to become trained prior to start date
- Strong organizational skills
- Exceptional written and verbal communication skills
- Ability to make a minimum of a 1-year commitment to this position

### **Preferences:**

- Training in Mental Health First Aid
- Experience providing medical reception services
- Fluency in Spanish



**Kind Therapy, LLC.**

**2924 Marketplace Drive Suite 101 | Fitchburg, WI 53719**

**Phone: (608) 886-9595 | Email: [Sara@Kindtherapyllc.com](mailto:Sara@Kindtherapyllc.com) | Web: <http://www.kindtherapyllc.com>**

---

- Marketing experience

#### **Who we are:**

Kind Therapy's mission is to help adults, children, couples, and families achieve their goals and true potential for growth and authenticity. We provide trauma-informed, culturally sensitive counseling for adults, children, partners, and families. We use evidenced-based approaches and conceptualize client's needs using a systems-theory lens. We are committed to reducing stigma around mental health needs, and we work with all clients from a strengths-based and humanistic approach. We value being accessible to our community, and we are committed to providing high quality behavioral health care in Dane County.

#### **To Apply:**

Please email (subject line: Therapist Position) your letter of interest and CV to [Sara@kindtherapyllc.com](mailto:Sara@kindtherapyllc.com)

\*We will be interviewing for this position in early April\*

*We celebrate diversity. Kind Therapy will not discriminate on the basis of age, race, ethnicity, religion, color, gender, disability, marital status, sexual orientation, national origin, cultural differences, ancestry, physical appearance, military participation or membership in the national guard, state defense force or any other reserve component of the military forces of the United States, or political beliefs against any person, whether a recipient of services (actual or potential) or an employee or applicant for employment.*