



FOUNDATIONS

FORT COLLINS LOVELAND WINDSOR

Operations Supervisor

Foundations Counseling is a respected Colorado provider of behavioral health services, with five current locations: Fort Collins (2), Loveland (2), and Windsor. Our team of counselors, coaches, and trainers share a reverence for the profession unlike any in the field and believe it is an honor and privilege to be a part of the lives of those who place their care in our hands.

Our mission is to provide hope and healing to individuals, couples, families, children, and adolescents who are experiencing psychological, emotional, and relational distress. We believe it is our responsibility to facilitate growth beyond healing. We also believe it is our duty to contribute to, and participate in, the healthy development of our community.

Our organization is growing and we are currently looking to add intelligent and caring leaders that have the drive to serve their communities. The individual in the Operations Supervisor position will lead a dynamic and professional team of operational personnel. He/she will support the organization's targets for client service, productivity, quality, employee engagement, and profitability.

This is a leadership opportunity for an individual who is excited about growth and driving high operational standards in a client-focused organization.

Responsibilities include:

- Supervise administrative staff, including front desk reception and client scheduling, by guiding, coaching, mentoring, establishing expectations, and checking work product.
- Develop and implement process and procedure recommendations to leadership to improve operational efficiency and effectiveness.
- Collaborate with stakeholders to coordinate and streamline operations.
- Conduct and coordinate training for new hires.
- Manage the workflow of administrative and operation staff, including creating schedules and delegating tasks.
- Conduct regular performance evaluations and provide feedback, coaching, and training as needed.
- Conduct one-on-one meetings with staff to ensure compliance with company core values and vision.
- Manage and lead special projects.



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- Promote a positive and inclusive work environment that encourages teamwork and continuous improvement.
- Participate in regular department and administrative team leadership meetings as needed.
- Other duties as assigned.

Location: Travel is required and will vary from Ft. Collins to Loveland to Windsor.

To be successful this position typically requires:

- Experience supporting an administrative team.
- Strong leadership and management skills with the ability to inspire and motivate a team.
- Excellent organizational and time management skills to prioritize tasks and meet deadlines.
- Knowledge of Microsoft Office Suite (Power Point, Outlook, Word, and Excel).
- Excellent communication and interpersonal skills to effectively interact with team members, leadership, and customers.
- Ability to learn and use data analysis software packages and EHR systems
- Professional demeanor and presentation

For you:

- Compensation starting at \$22 - \$23/hour depending on experience
- Benefits, including health, dental and vision Insurance availability
- Retirement plan eligibility after one year of employment
- Local health club membership discount
- Opportunity to work in a great culture and to collaborate with an incredible, caring team. Our values are Fit, Grit, Wit, and No BS and we promote an inclusive, supportive environment.
- Opportunities for career growth

To apply: submit resume and cover letter to kristinb@foundationscounselingllc.com

Learn more about Foundations Counseling at <https://www.foundationscounselingllc.com/>

Foundations Counseling, LLC is committed to equal employment opportunity and as such, we hire individuals based on merit and qualifications without any regard to race, creed, color, religion, national origin, sex, age, marital status, sexual orientation, disability, veteran status, or any other illegal consideration.