



WELLNESS CENTER
CREATORS
Consultation + Coaching

LEADERSHIP ROLES

Who Does
What?



Owner & Clinical Director

- Manages/supports/guides the leadership team
- Supports Clinic Coordinator with clinical policies and procedures.
- Supports Medical Director in medical policies and procedures
- Oversees clinic wide policies and procedures
- Recruiting, interviewing and hiring new providers
- Operates and manages payroll
- Oversees business growth, scaling and long term planning
- Makes self available to employees for support (both planned and as-needed)
- Manages corporate wellness programs
- Oversees Holistic Care Plan Systems and clients/patients





Medical Director

- Assists in hiring new providers
- Recruits, hires, oversees resident Naturopaths
- Leads evaluations for the following providers: massage, acupuncture, resident NDs
- Oversees COVID policies and guidelines
- Oversees supplement selection and sales
- Oversees CPR safety training for providers
- Explores Continuing Education options for VWS providers
- Provides direct Naturopathic care to patients

Clinic Coordinator

- Helps with hiring, interviewing and training new providers
- Evaluates mental health team, office manager and assists with other provider evaluations
- Assists with the development of clinic wide policies and procedures
- Develops on-boarding and training documents for new employees
- Supports new employees as they learn VWS systems, policies and procedures
- Manage employee demographics
- Manage time off requests
- Helps to facilitate Peer Mentor program for new employees





Clinical Supervisor

- Provides Clinical Supervision to mental health team
- Provides EMDR Consultation to mental health team
- Oversees training opportunities for mental health team
- Provides therapy to clients

Office Manager

- Assists with client/patient scheduling
- Assists with faxing and receiving documents for providers
- Answers phone calls, take messages for providers
- Screens new patients for services
- Manages the office space
- Orders supplies for providers
- Reminders for payroll
- Assists in training new staff
- Provides community member tours
- Cleaning of individual office spaces and common areas
- Laundry
- Manages supplements and front office sales of products
- Facilitates daily review of patient/client charges for services



WELLNESS CENTER
CREATORS
Consultation + Coaching



Marketing Coordinator

- Manages clinic newsletter, social media platforms (ie Instagram and Facebook)
- Attends team-wide meetings on marketing weeks
- Attends leadership team meetings as needed
- Creates marketing material for classes, workshops, practitioners, products , any new services or offerings, etc.



Executive Assistant

- Manages owner's schedule and community connections/networking
- Helps support organization of corporate wellness
- Tasks are variable week to week
- Assists Clinic Coordinator with updating documents and any gaps in the systems





Instagram



Facebook



Website

