

## **Clinical Compliance Coordinator**

*Coastal Connecticut Counseling – Fairfield & Milford, CT (Hybrid)*

**Status:** Full-time, Salaried with Benefits

**Minimum Caseload Requirement:** 17 billable client hours per week

**Reports to:** Clinical Compliance Director

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## **About Coastal Connecticut Counseling**

Life can get tough, but you don't have to face it alone. At Coastal Connecticut Counseling, we're clinician-owned, mission-driven, and deeply committed to accessible, high-quality mental health care. With offices in Fairfield and Milford and Telehealth offered throughout Connecticut, our diverse team of professionals believes in leading with heart, showing up with integrity, and making care more equitable. We proudly accept insurance, provide financial support when needed, and prioritize both clinical excellence and human compassion.

As a practice, we aim to foster a supportive, inclusive, and growth-oriented culture for our team—so that clinicians can thrive while doing work that matters.

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## **Position Summary**

The Clinical Compliance Coordinator plays a key role in promoting accountability, improving documentation quality, and reducing legal and ethical risk across the organization. Working closely with the Clinical Compliance Director, this position helps ensure that Coastal continues to meet the highest standards of care, ethics, and regulatory compliance. The role balances a clinical caseload with administrative oversight and process improvement initiatives.

This is an ideal opportunity for a clinician who is detail-oriented, passionate about upholding best practices, and interested in bridging direct care with operational excellence.

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## **Responsibilities**

### **Compliance & Clinical Support**

- Collaborate with the Clinical Compliance Director and leadership team to implement compliance workflows and monitor follow-ups.
- Track clinician adherence to documentation timelines, supervision requirements, and licensure standards.

- Assist in managing chart audits, compiling audit findings, and coordinating clinician action steps.
- Maintain records of clinician trainings, clinical supervision, and performance documentation.
- Prepare and distribute compliance updates, training materials, and policy notifications via TherapyNotes.

### **Training & Education**

- Coordinate and support compliance trainings, including HIPAA, documentation standards, and clinical risk management.
- Submit CEU applications (NASW) and oversee training logistics.
- Track clinician participation in required training sessions and assist in planning follow-up supports.

### **Administrative & Operational Support**

- Run and review reports for clients without upcoming appointments, incomplete documentation, and outstanding compliance items.
  - Identify and track documentation trends, offering support to supervisors in developing training plans.
  - Organize meeting notes and assist in developing action plans from internal compliance and quality meetings.
  - Liaison with external providers for collaborative training opportunities and events.
  - Support HR by tracking employee compliance with licensure renewals, background checks, and required internal onboarding/training.
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### **Goals of the Role**

- Reduce compliance-related risk through organized processes and proactive follow-up.
  - Strengthen accountability for documentation and supervision standards.
  - Improve clinician engagement with compliance education and ethical practices.
  - Provide high-level administrative support to drive consistent, quality improvement.
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### **Qualifications**

- Master's degree in Social Work, Counseling, or related field; independent licensure preferred.
- Minimum 2 years clinical experience in outpatient mental health.
- Strong organizational and communication skills.
- Detail-oriented, with the ability to manage multiple systems and deadlines.

- Comfort with documentation systems (e.g., TherapyNotes) and Excel/Google Workspace.
  - Ability to handle confidential and sensitive information with discretion, confidentiality and professionalism.
  - A passion for ethical care and supporting clinicians in maintaining best practices.
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## **Why Join Coastal**

- Competitive salary with benefits
- 401(k) with employer match
- 3 weeks PTO + 6 paid holidays
- Free and discounted CEU and professional development opportunities
- Clinician-led, values-driven culture
- A compassionate, collaborative environment in a field that can often feel isolating