



# ROOTS & BRANCHES THERAPY, PLLC.

34 Plaza St East P109, NY 11238 ☒ [www.rootsandbranchestherapy.nyc](http://www.rootsandbranchestherapy.nyc) ☎ 646-490-1930 ☎ 646-809-8580

## **JOB DESCRIPTION & BENEFITS**

*Full-Time Fee-For-Service + Benefits Licensed Psychotherapist*

### **Company Mission Statement**

Here, at Roots & Branches Therapy, we feel it is a privilege to bear witness to the story of your roots as you branch out towards your goals. We endeavor to serve a diverse client base providing insight, empathy, honest feedback, and tools to help you overcome obstacles and difficult circumstances. We utilize evidence-based treatments, and our team of skillful practitioners is diligent in their own continuous professional development to serve you better. Our mission is to empower our clients to courageously pursue lives of genuine connection, professional fulfillment, wondrous adventure and mindful acceptance.

### **Requirements**

- Upon start date must be a licensed mental health professional and/or a candidate for limited permit sponsorship
- Willing to commute to Grand Army Plaza
- Flexibility and excitement about being part of our team
- Humor and grace about the evitable obstacles and missteps we will face together as a growing small business
- Willingness to practice Individual, Group and Couples Therapy
- Willingness to be vulnerable, introspective, and open to examining your biases in biweekly individual supervision and biweekly group supervision

### **Compensation & Responsibilities**

Payroll is biweekly on Friday, and the fee-for-service rate starts at \$35/per session and possibly more based on experience. Therapists must be available for a minimum of 33 hours of scheduled hours of work per week (with no more than 8 clients scheduled in a day), including a minimum of:

- 32 hours with clients
- 1 hour of supervision
- 8 weekend daytime hours
- 10 weeknight (after 5pm) or early morning (before 9am) hours

This rate also includes the following out-of-session responsibilities:

- Entry of notes each payroll period
- Entry of psychosocials and treatment plans within 1 month of initial session
- Review assessments and data to administrative staff
- Support in the event of a chargeback or audit
- Communication with administrative staff regarding:
  - Client's scheduling, rescheduling, an attendance/missed appointments
  - Updates to client's health insurance
  - Patient queries
- Opening/closing office procedures like:



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- Turning-on/off lights, fans/air purifiers, air conditioners, oil diffusers
- Putting out/prepping beverage dispensers and glasses for clients
- Loading/running dishwasher
- Cleaning-up after yourself in common areas and practice rooms
- Locking office
- Ad-hoc routine office maintenance, such as: refilling tissue boxes/toilet paper, changing lightbulbs, putting batteries in clocks, cleaning-up spills

## Benefits

- Clinical Supervision that can be utilized towards obtaining full licensure
  - Bi-weekly individual supervision
  - Bi-weekly group supervision
- The below benefits available are dependent on PEO offering and therefore might change from year to year, at this time the following are currently available:
  - After reaching 30 client session hours:
    - Aetna Open Access EPO or PPO Medical Benefits
      - Current employee cost: \$0.70 - \$184.87/ month dependent on plan
    - Vision Benefits
      - Current employee cost: \$4.14- \$7.43/month depending on the plan)
    - Aetna Dental Benefits (no cost to employee)
    - Aetna 401K Plan with 4% matching
  - Upon first payroll
    - Commuter Benefits (pre-tax deducted from employee gross pay)
    - Citi bike (fully subsidized by employer)
    - Discount Class Pass (partially subsidized by employer)
    - Short-Term Disability (fully subsidized by employer)
    - Long-Term Disability (employee paid)
    - Life Insurance (fully subsidized by employer)
    - Accidental Death & Dismemberment (fully subsidized by employer)
  - Paid Time Off (PTO)
    - Paid Sick time as per NY State law
    - General PTO
      - After 3 months:
        - 2 weeks paid time off
        - 2 weeks unpaid time off
      - After 1 year of service, 3 weeks paid vacation/1 week unpaid
      - After 2 years of service, 4 weeks of paid vacation
      - Paid time off per week is based on average hours worked in the past 8 weeks or 4 pay periods

## Reviews

Quarterly informal mutual feedback will occur during supervision to address employee performance and employee's job satisfaction. Roots & Branches therapy is committed to annual review and compensation increases (\$5/year with meets expectation review up to a current cap of



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\$50/session). Compensation can also be reviewed if employees reach full licensure between review periods.

### **Company Equipment**

We are asking that you use your own laptop and cell phone, which must have basic encryption. We provide Ipads in office for notetaking and emergency use if you forget your laptop.