



Job Description

Part-Time Psychotherapist (Fee-for-Service)

Roots & Branches Therapy is a Brooklyn-based group practice offering group, individual, and couples therapy at Grand Army Plaza and virtually. We are a collaborative, trauma-informed, client-centered team that values diversity in both our backgrounds and clinical orientations. We hire team members who are passionate about the work, committed to professional growth, and open to self-reflection. Our leadership is rooted in service, and we strive to create a safe and supportive environment where team members can thrive, learn from one another, and branch out into their areas of interest.

Position Overview:

This position offers a fee-for-service structure with benefits, supporting both clinical care and non-clinical responsibilities. The Psychotherapist will provide high-quality psychotherapy services to individuals, couples, and groups while also engaging in a collaborative setting with administrative and leadership staff.

Key Responsibilities:

- Client assessment, diagnosis, weekly treatment, and, where necessary collaborative care with other providers
- Calendar maintenance: Reschedule client sessions, mark attendance, charge late cancel fees, and communicate about new client openings
- Attend and participate in bi-weekly individual and bi-weekly group supervision
- Maintain clinical documentation, including:
 - Biopsychosocial within 1 month of initial session and updates annually
 - Treatment plans within 1 month of the initial session with quarterly updates
 - Progress notes completed within 48 hours
- Collaborate with administrative staff regarding scheduling, billing, and referrals
- Collaborate with marketing staff regarding social media and website profiles
- Boundaried communication with clients outside of the session, examples include schedule changes and urgent needs
- Engage in professional development
- Opening/ Closing office procedures when seeing clients onsite

Requirements:

- Must have independent licensure (LCSW, LMHC, LMFT, LCAT or equivalent) or be eligible to be a psychotherapist under supervision (LMSW, MHC-LP, MFT-LP, CAT-LP) seeking licensure.



ROOTS & BRANCHES THERAPY, PLLC.

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- Provide individual, group, or couples psychotherapy services under a fee-for-service model.
- Compliance with ethical and legal guidelines established by professional organizations (e.g., NASW), state licensing boards (e.g., NYSED), and federal and state laws (e.g., HIPAA).
- Obtain and maintain individual malpractice insurance.
- Complete paid onboarding training (eg, HIPAA, clinical documentation, 3-day DBT training, Gottman Couples Training)
- Strong skills or interest in developing strong skills in a specific population or evidence-based therapy

Preferred:

- Flexibility and excitement about being part of a team and growing practice
- Humor and grace about the enviable obstacles and missteps we will face together
- Excellent communication and organizational abilities.
- Commitment to ethical practice and cultural sensitivity.
- Willingness to be vulnerable, introspective, and open to examining your biases in biweekly individual supervision and biweekly group supervision

Work Location/ Schedule:

- 20 client hours hybrid with minimum of 8 set hours onsite at Grand Army Plaza
- Hours required are determined by current business needs, generally early mornings, nights, or weekends

Compensation:

- **Base Pay:** \$35 per hour for clinical sessions, supervision hours, and approved administrative work.
- **Documentation Bonus:** An additional \$5 per client session will be paid if all required session documentation is completed and up to date by the payroll processing date.
- Paid time off earned
 - 4 weeks paid time off (based on average numbers of hours worked in prior 8 weeks)
 - Paid time off can be used for sick, personal, holiday or vacation time
- Paid Sick time per New York state law
- 1 hour per week of unpaid group or individual supervision as per standard practice and requirement that clinicians who are not independently licensed work under supervision.

Equal Opportunity & Compliance Statement

Roots and Branches Therapy PLLC is an equal opportunity employer. Our selection is based on qualifications, merit, and business needs. We comply with NYS Labor Law, including pay transparency requirements. Applicants may request reasonable accommodation during the application process.