



# ROOTS & BRANCHES THERAPY, PLLC.

324 Park Place, Brooklyn, NY 11238 📧 [www.rootsandbranchestherapy.nyc](http://www.rootsandbranchestherapy.nyc) 📞 646-490-1930 📠 646-809-8580

## **JOB DESCRIPTION & BENEFITS**

### **Part-Time Fee-For-Service 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 or limited permit mental health professional
- Willing to commute to Grand Army Plaza
- Flexibility and excitement about being part of a team building a new practice
- Humor and grace about the enviable obstacles and missteps we will face together
- Work at least 8 hours on one weekend day with option to also work additional hours during the week
- Willing to practice Individual, Couples Therapy, and Group Therapy
- Willing to attend bi-weekly group and individual supervision

#### **Compensation & Responsibilities**

Payroll is biweekly on Friday, and the fee-for-service rate starts at \$35/per session.

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

- Entry of notes within 1 week of the date of service
- 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:
  - Turning-on/off lights, fans/air purifiers, air conditioners, oil diffusers, and sun lamps
  - Sanitizing light switches, doorknobs, surface
  - Putting out/prepping beverages, dispensers and glasses for clients
  - Loading/running dishwasher
  - Cleaning-up after yourself and clients 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

#### **Benefits**

Benefits available are dependent on PEO offering and therefore might change from year to year the following are currently available to part-time employees:

- Upon start date:
  - Commuter Benefits (pre-tax deducted from employee gross pay)
  - Citibike (fully subsidized by employer)



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- Discount Class Pass (partially subsidized by employer)
- Short-Term Disability (fully subsidized by employer)
- Long-Term Disability (fully subsidized by employer)
- Life Insurance (fully subsidized by employer)
- Accidental Death & Dismemberment (fully subsidized by employer)

## Paid Time Off (PTO)

- Paid Sick Leave as per NY State law
  - Once you have worked 80 hours you are eligible
  - Accumulated at a rate of 1 hour for every 30 hours worked
  - Maximum of 40 hours per year
- Employer Paid Time Off
  - 2 weeks paid time off after 6 months on the job based on average number of hours of worked per week
  - Paid time off can be used for sick, holiday or vacation time
  - Up to 2 weeks sick time can be carried over into the next year
- Unpaid Time Off
  - Up to an additional 2 weeks (based on average number of hours worked per week) unpaid leave may be taken
- Policy & Procedure:
  - Scheduled Time Off:
    - Whenever possible schedule time off 4+weeks in advance with Roots & Branches Principal
    - Also send outlook meeting invite to principal with away dates
    - Whenever possible, let your clients know you are taking vacation 4 weeks in advance with a reminder the week prior
    - Make Roots & Branches customer care and billing team aware of your away dates
    - Cancel all appointments on your calendar for that period and add an “all-day event” noting you will be away
  - If you are calling out sick, please communicate to:
    - Spruce Team Message Group
    - Put out-of-office message on your email:
      - Encourage client to call office for support in your absence
      - AND say if it’s an emergency to call 911
    - Cancel all appointments on your calendar for that period and add an “all-day event” noting you were sick

## Reviews

Quarterly informal mutual feedback will be scheduled to discuss employee performance and satisfaction. Roots & Branches therapy is committed to annual review and compensation increases (\$5/year with meets expectation review) until therapist obtains full licensure to operate independently at which time a new financial arrangement will be discussed.

## Equipment

We are asking that you use your cell phone and laptop, which must have basic encryption. We will provide shared ipads for in-office use only. These work best for stylus to text notes and are good for virtual sessions in a pinch.