GRATEFUL HEART
HOLISTIC THERAPY CENTER

APPLICATION PACKET

LMFT, LCSW and LPCC Bound Associates and Newly Licensed Clinicians Welcome to Apply

INFORMATION MEETING

April 10, 1:00 pM – 4:00 PM via ZOOM
Online via ZOOM

DEADLINES

April 19, 2022, July 19, 2022, October 18, 2022
You can apply for spring, summer, fall or winter start dates at any time.

If you are interested in applying for an internship, please review this packet and then submit the following five (5) items to admin@gratefulhearttherapy.org.

1. A resume with your professional and clinical experience
2. Two letters of recommendation from persons who can endorse your clinical work
3. A marketing plan (*Attachment 1)*
4. A statement of interest describing why you wish to join Grateful Heart
5. A business plan with information about your caseload, costs, etc. (*Attachment 2 and 3*)

NOTE

- If you are selected for an interview, we will request to meet with you in a small group format.
- We offer flexible start dates and Zoom supervision.

NOTE: Trainees who have not received their registration as an associate are welcome to apply and begin the internship process, see clients and proceed on the path to earning, however cannot count their hours until they have acquired their associate registration through the Board of Behavioral Sciences.

We appreciate your interest in Grateful Heart and look forward to hearing from you.

Kind Regards,

Rawna Romero
Director of Clinical Services and Program

INTRODUCTION

Grateful Heart is a non-profit organization that offers affordable psychotherapy to youth, adults, couples, and families in San Francisco, the East Bay, and Contra Costa County. We also offer a supportive internship program for pre-licensed mental health clinicians that will allow them to (1) **a**ccrue hours towards licensure, (2) earn an income, (3) **d**evelop the clinical and entrepreneurial skills required for success in private practice, (4) **c**reate an actual practice that is theirs once they are licensed and (5) **e**nter their post-licensure career with a higher income earning potential than many of their peers.

As an associate, individuals typically have three basic options: (1) an internship that allows them to accrue hours but offers no monetary compensation, (2) an internship that offers them a nominal stipend and (3) an internship that offers them compensation, often once they have met certain thresholds.

Internships with compensation are also structured in a variety of ways. In addition to different fee structures, internships offer different kinds of benefits, each with their own pros and cons.

Like all programs, our program has its unique strengths and differentiators. While we are less clinically focused than some programs, we are proud to offer opportunities for private practice incubation, career and business skills development, flexibility, autonomy, and earning.

In the past decade, more than 100 associates have joined Grateful Heart. Of the nearly 60 associates currently affiliated with our organization, approximately 50% are as employees earning average monthly incomes of $500 to $3,500 after expenses. The remaining 50% are volunteers, preparing for the transition to income-earning.

Typically, 12 - 18 associates join our organization each year. These associates will be chosen for their aptitude and integrity as clinicians, their interest in holistic psychology, and their intention to pursue a private practice as part of their career path and goals.

If you are interested in our program, please read this packet carefully. It contains detailed information about our internship and application process and will help you determine if Grateful Heart is a good fit for you.

TABLE OF CONTENTS

We encourage you to read this packet in full, however, if you only want the most basic information, please read the pages that have an asterisk (*). Pages with an asterisk contain the most crucial information.

SUMMARY OF BENEFITS

Our benefits include:

- Retention of your client caseload
- A competitive monthly agency fee
- The opportunity to earn an income while accruing hours for licensure
- The potential to earn more as your practice grows
- Guidance and support to launch your private practice career
- Flexibility, autonomy and support
- Assistance with business skills development
- Assistance in procuring a professional office
- Your choice of Marin, San Francisco, East Bay, San Mateo and Contra Costa County locations
- Professional Liability Insurance and Slip and Fall Insurance for your office
- Clinical enrichment and support, including monthly training workshops and more intensive trainings
- A holistic philosophy
- Six months of no-cost weekly group supervision
- The freedom to choose your own supervisor/s (other than your first 6-month group)
- Access to 45+ clinicians willing to provide reduced fee supervision
- Access to a network of 70+ fellow associates, including your own cohort

- Potential low-fee referrals
- Marketing support
- Access to Simple Practice

FINANCIAL BASICS FOR LEVEL ONE

If you wish to have a sustainable practice, and progress to Level Two of our internship program (as an employee) we recommend you strive to generate a minimum of $1,500 - $2,000 per month in client fees by your sixth month as an associate. These earnings could be generated with an average of 7 client hours per week with a fee of $75/session as noted in TABLE 1. In actuality, you are likely to have clients with a range of fees, but in general, fee levels and client caseload increase over time, resulting in a commensurate increase in income. If you begin with 6 clients, you might consider pursuing the following increase over 6 months:

TABLE 2

CASELOAD and MODEST FEE PROGRESSION – Level One					
Size of caseload	6	**7**	**8**	**10**	**12**
Average hourly fee	$50	**$75**	**$80**	**$100**	**$140**
Average monthly income	$1,200	**$2,100**	**$2,560**	**$4,000**	**$6,720**

Once you are in the B, C, D or E range (grey above) on a consistent basis of more than 3 months, have your $1,000 reserve and the equivalent of a month's expense as a Rainy Day Fund, you will be eligible to apply to Level Two. Some individuals with low expenses can meet the threshold at as low as $1,500 a month in client income.

If you find that you are struggling to progress in meeting the minimum goals, please discuss your concerns with your supervisor, the Director of Clinical Services and Programs and Chief Financial Officer. If you do not meet the minimum expectations for more than eight months you will be invited to a review meeting. Together we will work to develop a plan of action to support you in growing your practice.

Everyone builds their practice in their own way, depending on their goals, referral network, dedication to marketing and outreach, and availability. *Although you will receive support throughout your internship, you are ultimately responsible for determining how successful you will be. The more you focus on your practice's growth, the more it will blossom.*

CRITERIA FOR ADVANCEMENT TO LEVEL TWO (EMPLOYEE)

1. Demonstrated ability to engage and sustain an active client caseload of 7 – 8 clients, averaging approximately 36 client hours per month

2. Consistent attendance at weekly supervision group and orientation in months 1 - 6

3. Endorsement of your group supervisor and/or the Director of Clinical Services and Programs for admission to employee status

4. Punctual completion of all weekly and monthly organizational responsibilities including weekly deposits to your designated Grateful Heart account, monthly submission of a tracking report and careful management of other document records including prompt completion of client notes.

5. Accrual of $1,000 reserve fund from client fees and an additional Rainy-Day Fund of approximately one month's operational expenses to assist with fluctuations in client income

6. Consistent earning of over $1,500 - $2000 per month for a period of three months

7. Completion of application for transfer to level Two (employee status)

8. Consistent status of "good standing."

EARNING POTENTIAL AS AN EMPLOYEE (LEVEL TWO)

Level Two (employee) associates will receive a monthly disbursement based on a variety of financial factors, also described on page 13. Typically, these factors include a clinician's (1) caseload, (2) average client fee, (3) total client receipts, (4) supervision costs, (5) rental costs, and (6) Reserve Fund and Rainy-Day Fund status.
The table below offers several scenarios for the earning potential offered by our internship.

TABLE 3

Possible Income Scenarios – Some intentionally low for sake of comparison					
Size of caseload	8	12	16	20	24
Average hourly fee – Average is typically $90 - $140	$60	$50	$50	$60	$60
Average monthly client fee	$1,920	$2,400	$3,200	$4,800	$5,760
Allocation for participation in group supervision – once weekly	$250	$250	$250	$250	$250
Allocation for participation in individual supervision	N/A	$400	$480	$480	$520
Allocation for office overhead: 4-6 clients/day	$300	$300	$450	$525	$800
Agency Fee	$450	$450	$450	$450	$450
Payroll Fee	$10	$10	$10	$10	$10
SUB-TOTAL	**$980**	**$1,060**	**$2,040**	**$3,155**	**$3,800**
Minimum amount needed for payroll *(clinical hours x minimum wage of $15.59 for Berkeley, as an example)*	36 hours x $15.59 = $561.24	48 hours x $15.59 = $748.82	64 hours x $15.59 = $997.76	80 hours x $15.59 = $1,274.20	92 hours x $15.59 = $1,434.28
12.5% Payroll Expense	$67.62	$93.60	$124.72	$155.90	$179.28
Payroll with 12/5% Payroll Expense	$628.86	$842.42	$1,122.48	$1,430.10	$1,613.56
BALANCE (*Can be saved, added to payroll or used for expenses*)	$316.14	$182.58	$882.52	$1,689.90	$2,151.44

NOTE:

- This table assumes that a $1,000Reserve Fund and a Rainy-Day Fund (equivalent to one months' expense) has been established.
- Please note that an associate must typically earn between $1,500 and $2,000 to meet the thresholds for employment and that state and federal withholding are deducted from all payroll disbursements.
- Submission of reimbursement requests for pre-tax payment of allowable expenses (such as psychotherapy and training) can reduce the amount you pay in payroll fees and state and federal taxes.

FINANCIAL MANAGEMENT OF LEVELS ONE AND TWO

TABLE 4 – Comparison of Level One and Level Two

Specifics	Level One/Volunteer	Level Two/Employee
Cost	$450 plus one-time $10 payroll processing fee and 12.5% payroll expense upon separation if transition to employee status has not occurred	$450 plus monthly $10 payroll processing fee and 12.5% payroll expense
Banking	Client fees are deposited into an agency bank account designated for your use.	Same as Level One
Lease Deposit	Grateful Heart will cover your lease deposit as a short-term loan. Once you are accruing funds from client fees, your loan debt will be automatically repaid to Grateful Heart.	Same as Level One
Payment of Rent, Agency Fee and Supervision (Practice Expenses)	Your rent and agency fee (currently $450) will be paid by Grateful Heart using the client fees generated by your practice. Supervision will be paid for by the agency *once* you have reached the necessary thresholds. Until then, you will pay for supervision costs out of pocket.	Grateful Heart will pay your deposit, rent and supervision and withdraw a monthly agency fee (currently $415) from the client fees generated by your practice.
Reserve Fund	If income generated from your monthly client fees exceeds your expenses, the difference will be held until a $1,000 Reserve Fund has been established.	$1,000 must be continually sustained in your Reserve Fund.
Rainy Day Fund	You will be required to save the cost of one month's expenses as a Rainy-Day Fund.	You will be required to sustain or replenish your Rainy-Day Fund.

Funds Accrual	Any (after-expense) income generated from your monthly client fees will accrue as a balance in your account.	Same as Level One

Payment	If you do not advance from Volunteer to Employee status, you will be issued a one-time payment at the conclusion of your internship. This payment will include all the client fees you collected during your internship, minus any expenses that are owed and due. A one-time $10 and 12.5% payroll expense will be deducted from your earnings after expenses and pre-tax reimbursement payments are deducted.	Once your expenses have been debited, you can request either: (A) a monthly payroll disbursement of minimum wage for the hours you devote to seeing clients and your supervisor or (B) a monthly payroll disbursement of (A) plus additional funds. If your Reserve Fund and/or Rainy-Day Fund become depleted, it must be at least partially replenished before funds above minimum wage are paid.
Expense Reimbursem en t	This benefit is available only to employees.	If you have the funds, you can request pre-tax reimbursement for some expenses.

GROUP SUPERVISION AND ORIENTATION

Supervision During your internship you will meet with at least one supervisor each week. Your supervisor will offer you both clinical guidance and practical support to assist you with the development of your practice. As an associate with our organization, you will be required to participate in our no-cost group supervision as your first unit of supervision for the first four months of your internship. This group will be held via Zoom in 2021. If you are an associate, group supervision will cover you for up to 10 client hours per week. If you are a trainee, group supervision covers you for up to 5 client hours.

Orientation Meetings We will hold a “Getting Started” meeting plus one other orientation meeting, to be scheduled in tandem with your cohort. These meetings are mandatory and will provide you with the opportunity to become better acquainted with both our agency and your cohort. Our preliminary orientation topics will include:

GETTINGS STARTED – Meeting 1

- Terms of Internship Agreement
- Establishing your Banking Account
- Our Financial Process
- Procedures for Renting an Office
- Establishing Email and Voicemail
- Agency Record-Keeping Protocols

- Establishing Client Fees/Increases
- Managing Client Transitions
- Your First Month

ORIENTATION – Meeting 2

- Our Organization
- The Financial and Logistical Nuts and Bolts of Practice Management
- Questions and Answers
- Envisioning your Practice and Clinical Identity
- Developing an Entrepreneurial Mindset
- Client Fees
- Marketing your Practice – First Steps

TIMELINE – FIRST THREE MONTHS

This is a sample checklist itemizing the tasks you will be asked to complete your first three months as an Associate at Grateful Heart.

	TASK – MONTH BEFORE	***WHEN***
	Read the "Getting Started" document	*Month before into Month 1*
	Set your schedule	*Month before into Month 1*
	Sub-lease or rent an office space. • Contact Lease Support Assistant to discuss your lease plans • Use agency list-serve to outreach to other associates about potential subleases • Contact prospective landlords/sub-leasers about office availability • View and evaluate potential offices • Inform Administrative Assistant of Operations of office choice for approval of space • Notify landlord of intent to rent and agency status as lease holder • Acquire lease and submit to Administrative Assistant of Operations	*Month before into Month 1*
	If you need more than two hours of group supervision during your first four months as an Associate, please speak to the Director of Clinical Services and review our supervision directories of groups and supervisors offered through our agency	*Month before into Month 1*
	Prepare your existing clients for the transition to a new setting and your new status as an Associate if relevant. Talk with your current supervisor about potential clinical themes/issues that may emerge during the process.	*Month before into Month 1*

	Email Director of Clinical Service and Programs to confirm attendance at supervision group	*Month before into Month 1*
	In discussion with your supervisor and/or the Director of Clinical Service and Programs, establish your fee structure and range.	*Month before*

		into Month 1
	Review our sample forms and either copy or use to create your own forms. Before completing the forms, ask the Administrative Assistant of Communications to review them. Please be sure to include informed consent, client contact information, confidentiality exchange of information, income and attendance tracking forms.	*Month before into Month 1*
	Refine your practice "vision" to help you prepare to further develop your marketing plan. Consider your ideal client, how large a caseload you would like to have, the kinds of clients you would most like to focus on seeing, etc. Information from this exercise will assist you in refining your business plan.	*Month before into Month 1*
	Explore/discuss any additional supervision arrangements with the Director of Clinical Services and Programs if needed/desired. Contact potential supervisors to arrange a one-on-one meeting.	*Month before into Month 1*
	If you plan to have an individual supervisor in addition to the group supervision we provide, please ask that supervisor to establish a Supervision Agreement with you. We will provide samples.	*Month before into Month 1*
	Develop procedures for your office	*Month before into Month 1*
	Review the agency's Associate Manual	*Month before into Month 1*
	Establish your cancellation and payment policies	*Month before into Month 1*
	Begin considering how you will answer questions from prospective clients about your practice/orientation. If needed, please speak with the Director of Clinical Service and Programs, current supervisor and your peers about this.	*Month before into Month 1*
	Begin writing your biography for the Grateful Heart website	*Month before into Month 1*

	Have your photograph taken for Grateful Heart's website	*Month before into Month 1*

	Research which phone or remote answering service you wish to use for your new practice	*Month before into Month 1*
	Choose a primary supervisor and contact them for a one-to-one meeting if your group supervisor is not fulfilling this role. For the first six months, the Director of Clinical Services and Programs can assume this role if you do not have an individual supervisor. Otherwise, your individual supervisor will be your primary supervisor.	*Month before into Month 1*
	Send Internship and Operations Coordinator and Director of Clinical Services and Programs an email verifying your supervision fee and your new supervisor's name and license number and type, phone, postal address and email address	*Month before into Month 1*
	Set-up an account with our bank (Wells Fargo) before your start date	*Month before into Month 1*
	TASK – MONTH 1	***WHEN***
	If relevant, send the Director of Clinical Service and Programs and Internship and Operations Coordinator an email with the name of your supplemental individual supervisor, your start date and the fee you will be charged monthly as well as and your new supervisor's name and license number and type, phone, postal address and email address	*Month 1*
	Inform your clients about your supervisor and their name and license number. If you are participating the agency's introductory 4-month group supervision *Rawna Romero, LMFT, 41466* will be your supervisor.	*Month 1*
	Discuss the clinical implications of your change in status/setting with your transfer clients, consulting with your supervisor about the process.	*Month 1*
	Create a locked filing system for your new practice.	*Month 1*
	Set-up your practice phone and voicemail. We recommend Google Voice (free) or BayLink (minimal cost).	*Month 1*
	Continue considering how you will answer questions from prospective clients about your practice/orientation. If needed, please speak with your supervisor about this process.	*Month 1*

	Get access to online Wells Fargo account – Contact Wells Fargo	*Month 1*
	Consider your networking strategies and goals. Develop an outreach list (personal and professional) of persons who could serve as possible referral sources (*professors, colleagues, current and former supervisors, fellow students and associates, your co-workers, community members, family members and friends*)	*Month 1*

	Email the Marketing Coach with your most current Marketing Plan and top 3 concerns/challenges. Schedule a 1:1 meeting.	
	Develop a practice announcement letter for distribution electronically and via postal mail. Sample attached.	*Month 1 (or earlier)*
	Research and decide which professional organizations you wish to join that offer list-serves that may be useful in promoting your practice. GH is a member of *CAMFT, Association of Northern California Family Therapists, The Psychotherapy Institute* and *Gaylesta* and will routinely send you information from these agencies but you may also wish to join yourself.	*Month 1*
	Submit a photograph and profile for the agency website.	*Month 1*
	Re-review our agency policies and procedures.	*Month 1*
	Begin attending group supervision and orientation.	*Month 1*
	Send an announcement to our agency List-Serve (Google Group) describing your practice and clinical interests.	*Month 1*
	Review our agency policies regarding emergencies and "red flags."	*Month 1*
	Discuss your financial policies with your supervisor, including any difficulties you might experience as it relates to fee collection.	*Month 1*
	Develop copy for your business card and send to the Administrative Assistant for Communications for approval.	*Month 1*
	Call/email the Financial Coordinator to schedule a preliminary meeting.	*Month 1*
	Assist the Financial Coordinator in establishing payment arrangements with your landlord, supervisor, and any other vendors we are paying on your behalf.	*Month 1*
	TASK – MONTH 1 – 2	***WHEN***
	Complete the monthly tracker by the 3rd of each month	*Month 1/on*
	Begin making weekly deposits into your Wells Fargo account, including the first week of work.	*Month 1/on*

	Monitor the bank account linked to your practice and notify the Financial Coordinator immediately of any questionable charges or discrepancies.	*Month 1/on*
	Notify the Financial Coordinator immediately of any financial changes.	*Month 1/on*
	Communicate with the Financial Coordinator if your financial obligations to Grateful Heart cannot be met.	*Month 1/on*
	Call/email your "Buddy" (a current Associate who has volunteered to help support you through the first months of your internship).	*Month 1/on*

	Submit your business card, office signage and any marketing or promotional collateral, including for groups or workshops you wish to offer, via email to our Administrative Assistant for Communications for approval. Please pre-approve clinical program concepts with the Director of Clinical Services and Programs.	*Month 1/on*
	Attend monthly training/s, including three Marketing Support Groups	*Month 1/on*
	After approval, order your business cards.	*Month 2*
	Meet with the Director of Clinical Services and Programs.	*Month 2*
	Meet one time with your buddy.	*Month 2*
	Meet with your buddy a second time.	*Month 2*

GRATEFUL HEART
HOLISTIC THERAPY CENTER

APPLICATION FOR INTERNSHIP

If you are interested in applying for an internship,
please review this packet and then submit the following five (5) items

to admin@gratefulhearttherapy.org by one of our upcoming deadlines.

1. A resume with your professional and clinical experience
2. Two letters of recommendation from persons who can endorse your clinical work 3. A marketing plan (Attachment 1)
4. A statement of interest describing why you wish to join Grateful Heart. Please include your preferred start date.
5. A business plan with information about your caseload, costs, etc. (Attachment 2) 15

Application – Attachment 1
MARKETING PLAN – Please Use this Format

(Please refer to pages 68 – 78 of Lynn Grodzki's "12 Months to Your Ideal Private Practice" for assistance in answering questions 1 – 6. If you do not have access to the book, we can download it from the internship page on our website at gratefulhearttherapy.org.

1. Background

Is there anything more you would like to share with us that you have not included in your resume?

2. Strengths

Please list some of your strengths as a psychotherapist. As you describe them, please keep the following questions in mind: *What is special about you as a therapist? What makes you most happy in your work?*

3. Integrity and Values

Please tell us what gives your work as a psychotherapist the most meaning? What principles and values inspire and guide you?

4. **Vision**

In 1- 3 sentences, please tell us about your long-term vision for your practice.

5. Purpose

In 1- 3 sentences, please describe the steps you will need to take to fulfill your long-term vision of your practice.

6. Mission

In 1- 3 sentences, please tell us what immediate steps you will take to begin to pursue your vision of your practice.

7. Goals

Please describe your one, two- and five-year goals for yourself as a clinician.

8. Practice Summary and Service Description

Please write a description that explains what services you will be providing and to whom, essentially addressing the "*who, what, where and how*" of your practice. Some specific questions you might answer include: What services will you offer and to whom. As you write, consider what you might include in the home or services page of your website.

9. **Your Market**

Please describe your markets (*the categories of people you wish to serve*) or what Annie Schuessler, The Therapist's Business Coach" calls your "Right-Fit Client?" These are the clients with histories, issues, concerns or needs you feel drawn to work with. What do you know about them? Where and how do they generally seek psychotherapy? How do you anticipate making yourself and your services accessible to them?

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10. **Your Brand**

In one sentence (a "tagline" in marketing), say something about yourself and your work that exemplifies who you are and what you offer as a therapist. It is an opportunity to articulate your basic message. As an example, you might say: Jane Jones, *Helping Couples in Conflict Restore Peace to their Lives*.

11. **Your Competitive Edge**

List five of your most valuable qualities or expertise as a therapist. Review the websites of other therapists also promoting themselves to your target markets. How will you distinguish yourself to ensure you are considered by your market/s?

12. **Marketing Strategies**
    Please tell us about your marketing approach. What marketing strategies will you employ? For instance, will you create a website, list your practice in Psychology Today or other online sites, develop and circulate your business cards, participate in social marketing, create flyers or postcards promoting your practice, send letters or electronic emails to your contacts, advertise in local media, arrange 1:1 meetings with potential referral sources, network with colleagues and peers, attend and mingle with co-attendees at conferences related to your areas of specialty, hold special workshops, write educational articles for local newspapers or blogs to place yourself in the public eye, speak at public events, etc. If you need additional help to execute your marketing strategies, how or where will you seek it

Application – Attachment 2
BUSINESS PLAN
Please answer all the following questions in your business plan.

COSTS
How much money will you need to start your business? Please consider this the costs of the first three months as well as ongoing costs. How much will it cost to operate your business on a yearly basis? What is your goal for your personal annual income after business expenses? How much will you need to charge, based on the number of clients you will ideally see, to meet these goals. (*Please see the Financial Worksheet to help ascertain this.)*

INCOME to CLIENT RATIO		
	SAMPLE	**YOU**

How much do you wish to earn each month before expenses?	**$5,000**	
After calculating your business expenses (average $800), how much do you wish to earn?	**$4,200**	
What is your average client fee?	**$80**	
How many *monthly* client hours will you need to achieve this income goal?	**62.5**	
How many *weekly* client hours will you need to achieve this income goal? (*Monthly hours dived by 4*)	**15**	
How many client hours do you currently log each week?	**9**	
How many more clients do you need to meet this weekly goal?	**6**	

PROPOSED FEES	
My proposed hourly rate for individual will be:	$
My proposed hourly rate for couples will be:	$
My rate for an extended (90 minute) session will be:	$
My scale range will be (low fee to high fee):	
My lowest fee will be:	$
My group rate (if relevant) will be:	$

CURRENT CLIENT FEES

Client Initials	Original Start Date	Current Fee	Session Frequency	New Proposed Fee	Is this reasonable for client?	Proposed Annual Fee Increase
SAMPLE - TS	***April 2011***	***$40***	***Weekly***	***$50***	***Yes***	***$5***

Please answer the following questions:

1. Have you already spoken with your clients about your transition to an internship? 2. If so, how many have indicated an interest in joining you as a transfer client? 3. How much weekly client income will you from the clients who have expressed an interest in becoming transfer clients?
4. How many hours have you accrued so far towards licensure?
5. How many hours do you still need to collect for licensure?

ESTIMATED OVERHEAD DURING LEVEL ONE **This is for purposes of calculation only**					
EXPENSE ***Estimate High***	**AMOUNT**	**Start-Up**	**Monthly**	**Annually**	**NOTE**
Rent					
Deposit					
Agency Fee	$450				
Supervision					48 sessions per year estimated with absences

Voicemail Fee					
Payroll Processing Fee	$10				
Payroll Expense	12.5%				
SUB-TOTAL					
Training					Approval required
Psychotherapy					Approval required
Telephone					Approval required
TOTAL COSTS					

INCOME PROJECTIONS – Employee/Level Two - This is for purposes of calculation only					
SOURCE/COST	**SAMPLE - High**	**SAMPLE - Low**	**Monthly**	**Annually**	**NOTE**
Desired Income	$5,000	$1,000			
Add $10 Payroll Processing Fee	$10	$10			
Add Payroll Expense (12.5%)	$625	$125			
Add taxes (13% avg.)	$650	$130			
Average Level One cost	$791	$791			
NEEDED as GROSS INCOME	**$7,076**	**$2,056**			

SUPPLEMENTAL QUESTIONNAIRE

We are interested in knowing more about your experience in groups and other skills you may have to contribute organizationally as a member of Grateful Heart Holistic Therapy Center.

Please tell us about your experience in groups and interpersonal style?

Please tell us how you integrate a sensitivity to issues of racial and social justice/anti-racism in your work as a therapist? Please circle any of the following skills you would be willing to volunteer to support Grateful Heart as a community (time allowing):

Word Proofing

Event Planning

Excel

Editing

Catering Coordination

Power Point

Copy-writing

Project Management

Word Press

Videography

Public Speaking

SEO

Photography

Organizational

Planning Social Media Audio Recording Database Development Digital Design Online Research

Data-entry Graphic Design Board Membership Group Facilitation