

# Job Description



<b>Position Title</b>	Associate Licensed Psychotherapist	<b>Location</b>	Initially Virtual; Future expectation for hybrid in the City of Pittsburgh
<b>Department</b>	Clinical	<b>Reports to</b>	CEO
<b>Status</b>	Full-time	<b>Estimated Income</b>	\$57,000-\$88,920 + Benefits

## Position Summary

At Waxwing Wellness, we are grounded in the belief that healing happens in relationship to ourselves, to each other, and to our environment. We're looking for a full-time Associate Licensed Psychotherapist who will embody this relational and values-driven approach. This role is designed for a clinician seeking a sustainable, supported, and connected practice.

Clinicians complete a minimum of 1,250 clinical sessions per year, averaging 312.5 sessions per quarter, about 25 sessions per week. Our practice culture values authenticity, community care, and integrity, and we are committed to helping clinicians do their best work while preserving wellbeing.

## Essential Functions & Responsibilities

- Provide high-quality, trauma-informed psychotherapy to individuals, couples, and/or families (depending on licensure and areas of expertise).
- Maintain a consistent caseload of ~25 sessions per week, averaged quarterly. (1,250 clinical sessions per year minimum).
- Complete clinical documentation and progress notes within 24 hours of the session.
- Engage in productive collaboration with client collaterals regarding client care (paid additionally up to 30 minutes per week).
- Participate in bi-weekly team meetings (paid).
- Participate in quarterly meetings with Waxwing Wellness leadership to review responsibilities, exchange feedback, and support mutual accountability (paid).
- Participate in weekly individual clinical supervision toward full licensure.
- Engage in regular clinical consultation and professional development.
- Communicate clearly and compassionately with clients, staff, and leadership.
- Uphold Waxwing Wellness's standards of care, ethics, and inclusivity.
- Abide by all HIPAA and licensing regulations.

## Skills, Abilities & Experience

### Required:

- Active, unrestricted associate license to practice psychotherapy in Pennsylvania (LSW, LAPC, LAMFT, or equivalent).
- Strong commitment to trauma-informed, client-centered care.
- Comfort and competence working with diverse populations and identities.
- Ability to work independently while staying connected to a collaborative team.

### Preferred:

- Specialized training or interest in emotion-focused therapy, trauma therapy, or working with specific populations (e.g. LGBTQIA+, BIPOC, perinatal mental health, Child/Adolescent, etc.).
  - Experience working within a group practice or community-based setting.
  - Desire for in-person work.
- 

## Working Conditions & Physical Requirements

- Ability to work from a secure and private home office, as well as attend in-person sessions as needed.
- Must be able to attend required meetings and participate in team events either remotely or in-person.

## Pay

In addition to a starting **38% revenue split** (with opportunity for annual increases up to 41%), Waxwing Wellness invests in each clinician through employer-funded benefits and support, including PTO, clinical supervision toward licensure, retirement contributions, CEU funding, paid meetings & consultation, and payroll tax contributions. Collectively, these benefits bring Waxwing's total employer investment to approximately **45% of generated revenue**. This figure reflects the overall value of employment and not direct wages or guaranteed earnings. *Additional information regarding income expectations is available upon request.*

## Benefits

**Retirement:** 401K with a 3% employer non-elective contribution after a 6-month eligibility period. Two-year vesting schedule applies.

### Professional Development and Support:

- \$250/year CEU scholarship after a 90-day eligibility period (Does not roll over to the following year).
- Bi-weekly team meetings (paid at \$15/hr).

**Supervision:** CEO, or other Waxwing Wellness Leadership to provide individual clinical supervision upon request.

### **Annual Paid Time Off (PTO) Accrual calculated quarterly:**

- 12.5 hrs PTO awarded quarterly for 312.5+ sessions (25/wk) = **10 days (50 hrs) annually**
- 15 hrs PTO awarded quarterly for 375+ sessions/quarter (30/wk) = **12 days (60 hrs) annually**
- 18.75 hrs PTO awarded quarterly for 420+ sessions/quarter (35/wk) = **15 days (75hrs) annually**

\* PTO days taken are counted as productive days (5 sessions each) toward quarterly expectations.

\*\*PTO days are reimbursed at the clinician's hourly revenue percentage, at the value of 5 sessions per day, at the practice's current average insurance reimbursement rate.

\*\*\* Failure to meet clinical session expectations may impact PTO accrual.

### **Unlimited Unpaid Time Off (UTO) upon supervisor approval:**

Clinicians may take unlimited unpaid time off provided that:

- All appropriate measures are taken to meet ethical guidelines related to abandonment and continuity of care
- Appropriate notice is given and Leadership approves
- Quarterly clinical hour expectations, as outlined in the clinician's job description, are maintained

---

## **Equal Opportunity Statement**

Waxwing Wellness is committed to building a diverse team and strongly encourages applications from individuals of all races, ethnicities, abilities, sexual orientations, gender identities, and lived experiences. We believe that a diverse team leads to better outcomes for our clients and our community.

## **Community Resilience Initiative**

Waxwing Wellness views collective care as an essential part of healing. We donate 1% of our proceeds to Tree Pittsburgh in recognition of our responsibility to care for our local environment and community.

## **Additional Information**

This role offers flexibility, stability, and support within a mission-driven team. We offer a warm and affirming culture where clinicians can grow their clinical identity while being part of a larger movement toward sustainable mental health work. Opportunities for advancement and leadership may become available as our team continues to grow.