



Whole Health Counseling Employment Agreement Updated 11/09/2025

1. All AMFT's are welcome to join group supervision, at no cost, on a weekly basis. Supervision is at 9am and 10am every Monday. There is a rotation of case presentations and all associates will be notified at least 2 weeks in advance of the schedule. You are expected to present a client on your assigned day, unless you coordinate with Traci and another associate if you are not able to.

2. If you want to see another supervisor, a supervisor agreement will be signed between WHC and them. WHC will pay your supervisor directly at the end of each pay period and that amount will be deducted from your gross income. You are required to attend WHC supervision for all WHC client referrals.

3. Whole Health Employment Agreement:

- An AMFT is paid San Francisco minimum wage for each session times (50 min with clients and 10 min notes) \$19.18 per hour
- You can set your own session fee rate per client. WHC will pay you 60% of your gross earnings.
- The pay period is the 25th of each month to the 24th of the next month.
- You will receive a detailed payroll recap at the end of each pay period.
- Payroll is processed with Square and is distributed via direct deposit.
- You are a W-2 employee and will receive the end of year tax documents from Square.

Benefits of employment:

- Simple Practice Account paid monthly - \$49.00 (notes, payment processing, scheduling and documents are held here)
- Weekly supervision
- Marketing done by WHC and referrals come straight to you
- Name, picture and contact information on the WHC website
- Community with other therapists
- Training on how to establish a business, guidance in private practice and support to launch as a LMFT
- When you leave WHC you will take those clients so there is consistency of care in therapy.

4. Any intake / referral you receive from WHC must be responded to within 24 hours to set up a complimentary 20-minute consultation. You will be guided about the intake process and supported as needed.

5. Whole Health requires you have a minimum of 6 time slots for referrals, at least 4 in person. Once those are full you will notify us if you have other openings. A minimum of 3 time slots must either be between 9-11am or 4-7pm. Working weekends is your choice.

6. Office space:

-The Divisadero and Fillmore offices are available to the associates for in person sessions.

-It is recommended that you always double check availability before booking with a client. You MUST update your in office hours weekly so other associates can use the office if needed. You cannot block off hours to “reserve” space, you can only book times for confirmed sessions.

-You can rent office space for your practice as well. A lease between WHC and the landlord must be signed. The monthly rent is paid directly to the landlord from your gross earnings and deducted monthly from your payroll.

7. An AMFT or LMFT, LPCC can offer any type of community support group and use the community room at our current office (which is beautiful and comfortably holds up to 15 people). Whole Health will advertise it on the website, on the SF CAMFT listserv and market to the community as appropriate. WHC is open to your ideas, interests and skills. We really want to foster a place where therapists can grow and the community strengthens.

8. If you do not attend or cannot attend, you must email or text Traci in advance. Supervision depends on all of us participating so you can grow, learn, think and process. If you miss supervision but have clients that week, it is up to you to make up that hour. Two supervision groups are offered weekly and you can double up if needed.

9. WHC will give you an email to use with clients. This email should be the only one used for WHC referrals.