



[Resolvestrategies.llc@gmail.com](mailto:Resolvestrategies.llc@gmail.com)  
Office: (912) 507-8576  
Fax: (912) 228-4325  
5 Executive Circle  
Savannah, GA 31406

### Agreement and Job Description: Independent Contractor- Therapist

Independent Contractor Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

**Business:** Resolve Strategies, LLC

<b>Effective Date:</b>	
<b>Term / End Date:</b>	
<b>Position:</b>	Independent Contractor- Therapist
<b>Main Contact:</b>	
<b>Program Type:</b>	
<b>Pay Rate:</b>	
<b>Practice Location:</b>	

*Therapeutic Services:*

**Job Description:**

- Work respectfully with individuals, groups, and communities
- Provide therapeutic services to clients seeking individual, family, or couples counseling services
- Examine issues including substance abuse, eating disorders, anxiety, depression, mood disorders, suicide, emotional coping, social, familial, and other areas that impact the client psychologically and emotionally

- Provide education and support to family members of enrolled clients as needed
- Help clients define goals, plan action and gain insight
- Develop therapeutic processes
- Refer clients to community resources as needed
- Provide a holistic (mind, body, and spirit) approach to mental health care

### **Counseling Techniques**

- Familiar with CBT, Client Centered, Psychodynamic, SFT, DBT, MBCT, and ACT
- Experience with Motivational Therapy
- Familiar with bio-psycho-social assessment, treatment, and preventions
- Knowledge in the Recovery Model and 12 Step Meetings

### **Education, Licensure, and Professional Liability**

- Master's level degree in Social Work, Professional Counseling, or a related field from an accredited program
- Current, active license (LAPC, LPC, LMSW, LCSW, LMFT) in good standing in the state of GA. Fees associated with obtaining and/or renewing licensure are at the expense of the Independent Contractor. Provide a copy of state license
- Maintain CEUS and Clinical Supervision as provided under the guidelines of the state of Georgia. Fees for all CEUS and required clinical supervision are at the expense of Independent Contractor. Please provide a letter of good standing with the appropriate entity(ies)
- Maintain professional liability insurance with a minimum limit of 3,000,000 (three million). All fees associated with liability coverage are at the expense of the Independent Contractor.

Provide a copy of Certificate of Liability insurance coverage with Resolve Strategies,LLC listed as “additional insured” on personal liability policy

### **Job Responsibilities**

- Provide individual, family, and couples counseling services for clients in accordance with the ACA Code of Ethics and without discrimination based on race, age, sex, gender identity, sexual orientation, religion, disability, national origin, or any basis proscribed by law
- Encourage clients to discuss emotions and experiences
- Complete documentation of all client sessions on site (couples, family, group, and individual sessions) within 24 hours of each session
- All client documentation must be stored in locked file cabinet on site. Confidential information is NOT to leave the building for any reason
- Update clinical director on client progress via weekly supervision and/or clinical team meetings
- Independent Contractor is responsible for their own transportation to and from work and any and all fees associated with transportation, gas, and/or parking
- Provide services to individual, family, and couples counseling services for clients that comply with the appropriate governmental, regulatory, and legal standards of care

### **Independent Contractor Status**

- Both parties agree that this is a document intended to bind the services of the Independent Contractor to be provided to Resolve Strategies, LLC. Nothing contained in this agreement will be construed to create the relationship of employer and employee, principal and agent, partnership or joint venture, or any other fiduciary relationship. Furthermore, this agreement is not intended to create any sort of joint venture or other relationship other than that described herein

- Independent Contractor agrees to a 60% / 40% payment model for (Licensed Contractors), and 50% / 50% (for Associate or Provisionally Licensed Contractors receiving supervision/ operating under another license).
- Independent Contractor will complete and submit IRS Form W-9 to Resolve Strategies, LLC at the time of signing this agreement (form attached)
- Independent Contractor will be provided with IRS Form 1099-MISC by January 31st to file taxes
- Resolve Strategies, LLC shall not be responsible for federal, state and local taxes derived from the Independent Contractor's net income or for the withholding and/or payment of any federal, state and local income and other payroll taxes, worker's compensation, disability benefits, or other legal requirements applicable to the Independent Contractor
- The Independent Contractor will not be entitled to worker's compensation, retirement, insurance, or other benefits afforded to those with the status of Employee at Resolve Strategies, LLC
- Resolve Strategies, LLC will consider all applicants equally and will not discriminate on the basis of race, color, religion, national origin, heritage, sex, gender identity, sexual orientation, age, disability, pregnancy, genetic information, marital status, covered military or veteran status, or any other characteristic protected under applicable federal, state, or local law. Retaliation is also prohibited
- The Independent Contractor may not act as agent for, or on behalf of, or represent, or bind Resolve Strategies, LLC in any way
- All of the above mentioned also applies to any subcontractors or employees hired by the Independent Contractor to perform services at Resolve Strategies, LLC
- Payment for Independent Contractor's services will be issued on a monthly basis

### **Office Administration**

- Primary contact is Debbie Mamalakis at (912)-657-5711 or [debbie.resolveHR@gmail.com](mailto:debbie.resolveHR@gmail.com)

- Independent Contractor will maintain a clean, tidy working environment for all personal and shared spaces
- For any planned time off, please notify management in a timely manner for coverage needed to avoid any lapse in client care
- Credit card payment for services from clients will be accepted by the Independent Contractor via the Company's Credit Card Processor, or by checks made out to Resolve Strategies, LLC
- Any checks or cash payments will be left in a designated area agreed upon by management and Independent Contractor
- Keep records of all services rendered to clients by utilizing the Daily Superbill / Invoice Form provided and leave in a designated area agreed upon by management and Independent Contractor
- Keys for offices will be provided by Resolve Strategies, LLC and are only for Independent Contractor to use for the sole purpose of business related to this Company
- Fees for any services provided to clients are determined by management. For any change in fees requested by a client, please consult with management
- Resolve Strategies, LLC will be closed for business on the following holidays: New Year's Eve, New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, and Christmas Day. Independent Contractor will be notified as soon as possible if the company has any unforeseen days of business closure (i.e. severe weather, etc.)

### **Work Space and Materials**

- Resolve Strategies, LLC will provide the space at its own location for the Independent Contractor to perform services: Resolve Strategies, LLC
- Independent Contractor shall provide and utilize own materials, business supplies, and other materials at Independent Contractor's own cost

### **Websites and Marketing**

- Resolve Strategies, LLC will maintain all fees of the website and provide Independent Contractor with advertisement through the Company's main website. Such advertisement will specifically indicate that Independent Contractor's relationship to Resolve Strategies, LLC as an independent contractor
- Independent Contractor will not maintain any promotional business marketing that would misrepresent or compete with Resolve Strategies, LLC

### **Appointments, Scheduling, and Emails**

- Management will schedule all initial appointments with clients
- Independent Contractor is responsible for scheduling her own follow-up appointments with clients
- Independent Contractor agrees to provide own phone and number for client contact
- A fax number is provided for all business communications with referral sources, clients, insurance companies, etc.: (912) 228-4325
- A gmail address will be provided for electronic communication with clients:  
NAME.ResolveTherapist@gmail.com
- The main office address- 5 Executive Circle - Savannah, GA 31406 (UPSTAIRS)- will be utilized for any and all communications with clients, client families, and/or collaborative agencies

### **Confidential Information**

- Independent Contractor and Resolve Strategies, LLC (each on its own behalf and on the behalf of agents of any kind on both sides) agrees to hold and treat all confidential information of the other party as confidential and private
- Each party agrees to protect any learned confidential information about the other as confidential and private with the same degree of care as each party uses to protect its own confidential information

- Confidential Information is any information including, but not limited to, trade secrets, sales figures, employee and customer information, and any other information that the receiving party reasonably should know is confidential or would consider confidential or private in their own business or professional life

### **Termination**

- Notwithstanding any other provisions of this agreement, either party may terminate this agreement at any time by giving thirty (30) days written notice to the other party

### **Indemnification**

- To the fullest extent of the law, Independent Contractor shall indemnify, defend, and hold harmless Resolve Strategis, LLC, its officers, employees, agents, representatives, consultants, and contractors from and against any and all loss, costs, penalties, fines, damages, claims, expenses (including attorney's fees) or liabilities arising out of, resulting from, or in connection with the services contemplated by this agreement

### **Background Check and Drug Screening**

- Due to the nature of our business, Independent Contractor consents to a background check and drug screen prior to working with clients
- Initial drug screen is expected to have a negative result for any illicit drugs in order to work with clients at Resolve Strategies, LLC
- Random drug screens may be given at times and are also expected to have a negative result for any illicit drugs
- For any positive drug screen resulting from a medication prescribed to you by your doctor, please submit evidence of this

- Independent Contractor is expected to be sober of alcohol on days of working with clients at Resolve Strategies, LLC. This includes being under the residual effects of alcohol (hangover, smelling of alcohol) during working hours with clients
- All of the above mentioned also applies to any subcontractors or employees hired by the Independent Contractor to perform services at Resolve Strategies, LLC

**Hours of Operation and Business Location**

- Resolve Strategies, LLC business locations: 5 Executive Circle, Savannah, GA 31406
- Business hours are Monday -Friday, 8am to 8pm. Evening hours and/or weekend appointments available on an as-needed basis

**Independent Contractor - Required Billable Service Hours**

- FULL TIME: 20 hours weekly for 48 weeks
- PART TIME: 10-19 hours weekly for 40 weeks

*Please indicate your commitment to full time (or) part time work (as described above)*

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**Independent Contractor's Hours and Days of Availability** *(determined by Independent Contractor)*

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**Facility Schedule:** (Business Hours, Group times, etc.)



Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

*My signature indicates understanding and agreement with the above Independent Contractor position for Resolve Strategies, LLC. I agree to provide services as indicated in the above mentioned document. I understand that failure to comply with these descriptions, roles, and responsibilities may lead to termination of this Agreement (with or without written notice). Resolve Strategies, LLC reserves the right to refuse to contract with any party for any reason or no reason at all, including any item or information disclosed pursuant to a background check or drug screen. Said right includes, and is not otherwise limited to, the right to refuse to contract with a provider and the right to terminate any existing contractual relationship. All keys to the office must be returned at time of termination. Termination would be effective immediately.*

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**Independent Contractor Signature**

**Printed Name**

**Date**

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**RESOLVE STRATEGIES, LLC Representative**

**Printed Name**

**Date**