



Careers at Bright Steps Northwest

Building Something Meaningful Together

Thank you for your interest in joining Bright Steps Northwest.

As we prepare to launch our practice, we wanted to provide an overview of what employment with Bright Steps Northwest is expected to look like. We recognize that accepting a position with a startup requires trust, and we believe transparency is the best way to earn that trust.

This document summarizes our current employment philosophy, anticipated policies, compensation structure, scheduling model, and future vision for employee benefits. It is intended to help you make an informed decision as we complete licensing, credentialing, and operational setup.

Please note that this document is provided for informational purposes only. It is not an employment contract or guarantee of employment, and details may evolve as the organization grows.

Feel free to share this overview with anyone who may be interested in employment with Bright Steps Northwest. We welcome referrals and are always excited to connect with individuals who are passionate about making a difference in the lives of children and families through ABA.

Our Mission

At Bright Steps Northwest, we believe exceptional client care begins with exceptional employees.

Our goal is to build a workplace where clinicians feel supported, respected, challenged, and excited to come to work each day. We are committed to creating an environment where employees can build long-term careers while helping children and families achieve meaningful progress.

Everything we do is guided by four core priorities:

- Providing compassionate, evidence-based ABA services
- Supporting and investing in our employees
- Building collaborative partnerships with families



- Continuously improving as clinicians, leaders, and teammates

Our Workplace Philosophy

We're intentionally building the kind of company we would want to work for ourselves.

That means:

- Transparent leadership and open communication
- Consistent, predictable scheduling
- Clinical mentorship and meaningful supervision
- Fair and transparent compensation
- Opportunities for advancement as the company grows
- A collaborative, supportive culture where people genuinely enjoy coming to work

Compensation

Bright Steps Northwest uses a structured wage scale to promote fairness, consistency, and transparency.

Starting pay is based on education, certification, relevant experience, and anticipated job responsibilities.

Behavior Technician Level	Qualifications	Starting Wage
BT I	High School Diploma	\$20.00/hour
BT II	Active Certified Behavior Technician (CBT)	\$21.00/hour
BT III	CBT + Currently Enrolled in College or Unrelated Bachelor's Degree	\$22.00/hour
BT IV	CBT + Related Bachelor's Degree	\$23.00/hour
BT V	BCaBA or Actively Pursuing BCBA Certification	\$24.00/hour



These rates represent our standard starting wages.

We recognize that every applicant brings unique experience and strengths. Compensation may be adjusted based on prior ABA experience, demonstrated reliability, specialized qualifications, leadership experience, and other factors that contribute to our team.

Merit Increases

Employees are eligible for annual merit increases based on job performance until reaching the technician pay cap. Merit increases are not automatic and are awarded based on consistent performance, reliability, professionalism, attendance, and demonstration of Bright Steps Northwest's core values.

A typical progression for an employee meeting performance expectations may look like:

Year	Example Wage Progression*
Year 1	Starting Wage
Year 2	+\$1.00/hour
Year 3	+\$1.00/hour
Year 4	+\$1.00/hour

Current technician pay cap: \$25.00/hour

*Actual merit increases are based on performance and organizational growth and are not guaranteed.

Rewarding Long-Term Commitment

Reaching the technician pay cap does **not** mean you've reached the end of your growth with Bright Steps Northwest.



As employees continue their careers with us, we intend to recognize long-term commitment through opportunities such as:

- Expanded PTO accrual limits based on years of service
- Leadership and mentorship opportunities
- Advanced training and professional development
- Tuition assistance and continuing education programs as available
- Future retirement and healthcare benefits as the organization grows
- Additional compensation opportunities through expanded responsibilities and career advancement

We believe compensation is more than an hourly wage. Our goal is to reward employees not only for excellent performance, but also for the experience, leadership, and stability they bring to our team over time.

Employee Scheduling Guidelines

At Bright Steps Northwest, we use consistent treatment blocks to promote continuity of care for our clients while providing employees with predictable schedules.

Monday / Wednesday / Friday (MWF)

Recurring Monday, Wednesday, and Friday caseloads are assigned by treatment block.

Employees may indicate availability for any combination of Monday, Wednesday, and Friday treatment blocks.

Depending on client needs and scheduling availability, recurring clients may be scheduled on two or three MWF days.

Employees who are available for only one or two MWF days or treatment blocks may still receive recurring client assignments when schedules align and may also be offered substitute or coverage opportunities as they become available.

Tuesday / Thursday (T/Th)

Recurring Tuesday and Thursday caseloads are assigned by treatment block.



Because Tuesday/Thursday clients attend on both days each week, employees must be consistently available for the same treatment block on **both Tuesday and Thursday** to be assigned a recurring T/Th client.

Employees who are available on only one of the two days may still be scheduled for substitute, make-up, or coverage shifts as clinic needs arise.

Saturday Clinics

To increase access to services for families while providing additional opportunities for employees to earn hours, Bright Steps Northwest offers Saturday clinic sessions throughout the year.

What to Expect

- Saturday clinics are typically held **twice each month**, with additional dates added as the practice grows
- Saturday clinic hours are generally **9:00 a.m.–1:00 p.m**
- Direct clinical staff are expected to be available for **one Saturday clinic each month**, unless otherwise approved
- Employees will indicate their preferred Saturday availability before schedules are finalized each month
- Availability does not guarantee a Saturday assignment, and employees will not be scheduled into overtime solely to provide Saturday coverage

Why We Offer Saturday Clinics

Saturday clinics allow us to:

- Increase access to therapy for families
 - Offer make-up sessions when appropriate
 - Utilize additional authorized treatment hours
 - Provide employees with opportunities for additional work hours
 - Support continuity of care for our clients
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Time Off



We believe employees provide their best care when they have opportunities to rest, recover, and maintain a healthy work-life balance.

Paid Time Off (PTO)

- PTO accrues at **1 hour for every 40 hours worked**, for all part time or full time employees
- PTO is maintained separately from Washington Paid Sick Leave
- PTO balances increase with years of service, allowing long-term employees to carry larger accrued balances

Years of Service	PTO Accrual Cap
0–2 Years	40 hours
2–4 Years	60 hours
4–6 Years	80 hours
6–8 Years	100 hours
8+ Years	120 hours

Washington Paid Sick Leave

- Accrues separately at **1 hour for every 40 hours worked**, in accordance with Washington State law
- Sick Leave is maintained separately from PTO and may be used for qualifying reasons under state law

Additional details regarding PTO requests, holiday scheduling, and attendance expectations are outlined in the Employee Handbook.



Professional Growth

We want Bright Steps Northwest to be a place where people grow—not just professionally, but personally.

Employees can expect:

- Individual coaching and mentorship
- Regular clinical observations
- Ongoing performance feedback
- Quarterly performance reviews during the first year
- Leadership development opportunities
- Continuing education and training
- Opportunities for advancement as our organization grows

Investing in Our Team

At Bright Steps Northwest, we believe that taking care of our employees is one of the best ways to take care of our clients.

As a startup, we recognize that we won't be able to offer every benefit immediately. Rather than making promises we can't keep, we want to be transparent about both what we can offer now and what we're working toward.

Available at Launch

- Competitive, transparent wage structure
- Paid Time Off (PTO) for all part time or full time employees
- Washington Paid Sick Leave
- Consistent scheduling model
- Clinical mentorship and professional development
- Quarterly performance reviews during your first year
- Complimentary staff snack and beverage bar



2027 Goal

Our first priority after establishing stable operations is to begin helping employees with the cost of health insurance.

Our goal is to introduce a healthcare stipend during 2027 to help employees offset the cost of purchasing individual health insurance while we continue growing toward a comprehensive benefits package.

Long-Term Vision

As Bright Steps Northwest grows, we hope to expand employee benefits to include:

- Employer-sponsored group health insurance
- Retirement savings options, such as a SIMPLE IRA or 401(k), with employer contributions when financially sustainable
- Tuition assistance or education stipends
- Healthy living reimbursement programs (such as gym memberships, mental health services, wellness activities, or other health-related expenses)
- Expanded continuing education opportunities
- Leadership development programs
- Additional employee appreciation and wellness initiatives

We don't expect to have every benefit in place on day one. Instead, our goal is to build a financially healthy organization that allows us to continually reinvest in our employees. As Bright Steps Northwest grows, we intend to expand our compensation, benefits, professional development opportunities, and workplace resources to make Bright Steps a place where people can build long-term, rewarding careers.

Our Expectations

Every employee contributes to the experience our clients, families, and coworkers have with Bright Steps Northwest.

We expect every employee to:



- Put children and families first
 - Practice ethically and professionally
 - Communicate openly and respectfully
 - Arrive prepared and on time
 - Protect client confidentiality
 - Accept feedback and continue learning
 - Support coworkers
 - Represent Bright Steps Northwest with integrity
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Looking Ahead

Our anticipated opening is **October 2026**, pending completion of licensing, credentialing, payer enrollment, and operational setup.

As we move closer to opening, employees will receive:

- Formal employment offers
- Complete Employee Handbook
- Onboarding paperwork
- Payroll and tax documentation
- Training schedule
- Orientation materials
- Additional benefit information

We are incredibly excited about what we're building and sincerely hope you will choose to be part of it.

Thank you for considering Bright Steps Northwest. We look forward to building something meaningful together.

Joining Our Team

We're excited to meet individuals who are passionate about helping children and families through high-quality ABA services.



As we grow, all applicants will complete a standard hiring process to ensure we build a strong, supportive, and professional team.

Our hiring process is expected to include:

1. **Application Review** – Interested applicants submit an employment application and resume for consideration.
2. **Interview Process** – Qualified candidates participate in one or more interviews to discuss experience, goals, and alignment with Bright Steps Northwest's mission and values.
3. **Reference & Background Checks** – Final candidates must successfully complete employment reference checks and a criminal background check as required by Washington State and payer requirements.
4. **Employment Offer** – Selected candidates receive a formal offer of employment, contingent upon completion of all pre-employment requirements.
5. **Training & Onboarding** – New employees complete orientation, required paperwork, and initial training before working independently with clients.
6. **Certified Behavior Technician (CBT) Training** – Employees who are not already Certified Behavior Technicians will complete the required Washington CBT training and certification process before independently providing direct ABA services. Bright Steps Northwest will provide guidance and support throughout this process.