

4/26/2024

To Whom It May Concern,

We are hoping to use our home as additional office space, and applying for a conditional use. We are hoping to have 1-2 UW student interns who are obtaining their clinical hours work in our home to complete the following tasks listed below. Likely a supervisor would be present to help assist them, but independent work would also be done in the office space, as collaboration on some tasks is necessary.

- Administrative tasks related to billing and accounting needs
- Marketing tasks done via email and phone to collaborate with community mental health providers.
- Groups(4-6 people) led one time per month, offering self care retreats for mental health professionals.

Ideally we would have staff use the space 2-3 days per week, during normal business hours (9-5pm), no office hours on Fridays. No evening or weekend work would occur since we live in the home and need to have boundaries, and work/life balance.

We have partnered with UW, and are hoping to expand the program so that we can train more potential mental health providers to support the needs of the community. There is a lack of agencies that are committed to paying it forward and training interns, since this is completely voluntary work, the tasks/roles are still needing to be developed.

Please let me know if you have any additional questions or need any additional information!

Warmly, Joy and Yamil Kiesch
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