



SCHOOL PLACEMENT AGREEMENT

2020 29th Street, Suite 201
Sacramento, CA 95817
(916) 455-2391
www.theGenderHealthCenter.org

Name _____

Date _____

Required Competencies

Under direct supervision of a licensed clinical employee, provide individual, family, group, and/or relational counseling and therapy services, utilizing a strengths-based, client-centered approach. Services and duties may include (but are not limited to):

- Critical thinking and critical self-reflection
- Ethical decision making
- Support client self-determination
- Deliverance of culturally responsive and competent care to LGBTQ+ community members
- Collaboration as part of a multi-disciplinary team
- Initial assessment and treatment planning
- Interpretation, and report writing
- Advocacy for community members as a therapeutic intervention
- Consultation with other professionals
- Narrative Therapy based interventions (includes reflection teams, live supervision, insider witness, externalizing question formation, and more)
- Referral to other community resources/specialists (i.e.: our medical legal partnership)
- Utilize Narrative Therapy, Harm Reduction, and Informed Consent frameworks for ethical, client-centered treatment decisions
- Relationship and/or family counseling
- Mandatory reporting of child and elder abuse, as well as knowledge of and compliance with other legal and professional requirements
- Maintaining accurate and up-to-date case records, including progress notes and evaluations
- Utilization of Feedback Informed Treatment to monitor community member well-being and the course of treatment
- Determine readiness for surgery and provide mental health clearance letters as per WPATH Standards of Care version 7

GHC Expectations

The following are some of the expectations that GHC has for all interns/trainees:

- Gender Health Center does not accept students with dual placements. Gender Health Center is expected to be your one and only placement.
- Must provide a current TB test (within 1 year) by uploading into our digital documentation system in your staff profile.
- Must complete Gender Health Center's mandatory CORE Training (provided every Spring and Fall)
- Must have and maintain a current Mandated Reporter Certification by uploading into our digital documentation system in your staff profile.
- Must have the ability to see a minimum of 10 clients **per week**; this may mean a caseload of more than 10
- Ability to be reached by phone and respond in a timely manner (e.g. within 24 hours for important contact)

- Daily access to ghcmal e-mail. You will be expected to check your ghcmal.org e-mail at least **once a day** when you are on-site, and at least weekly when you are off-site
- Must attend and sign in to group supervision once a week. Group supervision times are assigned, and attendance at a supervision outside of your normal assignment requires prior approval
- Attend mandatory orientations, trainings, and meetings
- Learn all computer systems including AppointmentPlus, FIT, TheraNest, Slack, and GHCmail
- Give availability once per semester at minimum
- All changes to schedules must be reported to the Counseling Program Manager, and the trainee is responsible for updating schedule changes in AppointmentPlus
- Client sessions are 50 minutes. Our rooms are regularly fully booked, **it is expected you will vacate rooms in a timely manner after your session**
- Arrive at least 15 minutes before a scheduled appointment with a client
- Use ORS/SRS as a therapeutic tool in every session, and record scores in the online FIT system
- Become familiar with, and begin to use, narrative therapy in session
- **Client Progress Notes & ORS/SRS scores must be entered within 3 days of appointment**
- GHC does not put limits on personal expression. Dress in a manner that instills confidence in clients that you are a professional
- Update the Google doc "Intake Spreadsheet" weekly, as well as every time that your caseload availability changes
- Attend scheduled weekly individual supervision
- Get notes signed off on by your individual supervisor **at least** once per month
- For those trainees only attending group supervision, get notes signed off on by Clinical Director **at least** once per month. It is your responsibility to bring your notes to supervision for the supervisor to review
- Attend all in-service trainings
- Keep track of the specific requirements of your program, including all necessary paperwork/signatures and other administrative concerns

Required Readings

- Gender Health Center Wiki: <https://sites.google.com/a/ghcmal.org/ghc-counseling-manual/> This website is an essential tool for your support during your time at GHC, and requires that you log in to Google with your GHCmail.org e-mail address in order to access it.
- All ongoing readings sent via email list, including readings for the Narrative Seminar and those periodically sent out to the listserv.

In-Service and Training Hours

As a trainee at GHC, you are expected to engage in lifelong learning. You are required to attend weekly in-services and trainings. Failure to attend these in-services and trainings could result in termination of your traineeship.

Intern/Trainee Agreement Statement

I agree to submit the above named documents in order to be considered for a placement with GHC. I agree to serve a minimum of nine months in my placement, unless other arrangements are made and amended to this document. I agree to comply with all policies and procedures of Gender Health Center at all times. I acknowledge that failure to do so may result in extended support plans, limiting of my case load, written notice of refusal to sign further progress notes, and/or dissolution of this agreement before the "end date" originally established in this agreement.

SIGNATURE: _____

DATE: _____