



EXPECTATIONS OF TRAINEES

- **Trainees average 16-20 hours a week at The Sky Center with ten of those hours being direct client service (face to face). Specific hours on site are determined by the trainee's academic program. Advanced studies trainees' hours will be agreed upon with the Clinical Director.**
- Attend all training and orientation meetings at the beginning of semester.
- Complete and sign a The Sky Center learning contract within the first 14 days of the semester. Meet with your site supervisor within the first 14 days of the semester to discuss individual supervision styles, needs, and expectations.
- Read the policy manual within the first 30 days of the semester. Schedule a policy manual meeting with the clinical coordinator within the first 30 days of the semester to discuss any questions and sign the form that the manual has been read and all written policies will be followed.
- Participate either as a counselor or as a team member when the center is open for services. The supervisor must clear any exceptions on site.
- **Be available to provide on site groups for at risk youth in the school settings. Trainees are expected to co-facilitate a school-based group during their internship.**
- Maintain client files and update paperwork as needed. Follow all time guidelines for record keeping. The client's file will be presented to the supervisor before the beginning of every session.
- Adhere to a family systems strength based model of treatment as the overall approach utilized at The Sky Center. This will require ongoing advocacy for clients by meeting with schools, agencies, extended family members or relevant individuals and by connecting them to other support resources.
- Trainees will receive individual supervision for 16 hours per semester.
- This time will need to be scheduled with site supervisors. You or the supervisor, as needed, can request individual supervision. Each supervisor will indicate to their students how to access them off hours if a crisis occurs or consult is needed. The Clinical Director is available as a back up for all clinical concerns.

- Be responsible for various office duties, including answering telephones, picking up messages, and returning phone calls at least one day per week. To follow the cleaning and closing schedule posted in the office.
- Represent The Sky Center in a professional manner adhering to the code of ethics. All students are individually responsible for acquiring student liability insurance, providing written proof of insurance for the center's files.
- Perform assignments that you agree upon doing and follow through on your commitments. Maintain dependable, regular attendance of your assigned sessions. To let the clinical director, site supervisor, or clinical coordinator know as soon as possible if you cannot perform any of your assignments.
- Possess a willingness to learn. Be able to give and receive feedback. Be able to deal directly with any potential conflicts with supervisors and other students.

Interns are expected to serve as a role model for practicum students and to perform all of the above at a higher level of professionalism. They are also expected to help staff with program development and community outreach such as art show openings, collaboration and relationship building with agencies and schools. Other trainee responsibilities may be assigned as needed by the administrative coordinator or clinical director.

SKY CENTER ATTIRE & BEHAVIOR EXPECTATIONS

Trainees will dress in a “casual professional” manner. A short list of guidelines follows:

- Athletic clothing, including baseball hats, should not be worn to the office during direct service hours.
- Jeans are acceptable (no rips)
- Please use your best judgment regarding appropriate, professional footwear
- Please use your best judgment in terms of clothing that might be considered too revealing or distracting
- The Sky Center can change temperature multiple times over the course of a day and evening – bring layers

Trainees will follow ethical guidelines as defined by their field of study.

THE SkyCenter



New Mexico Suicide Intervention Project

Accordingly, please refrain from discussing cases or any confidential aspects of the program on social media.

The golden rule, ethics of supportive team membership, and collaboration is highly valued at The Sky Center.