



South Bay Center for Counseling
360 N. Sepulveda Blvd. Suite 2075
El Segundo, CA 90245
(310) 414-2090 FAX: (310) 414-2096
www.sbaycenter.com

Dear Interested Trainee/Intern Applicant,

Enclosed is a South Bay Center for Counseling brochure, a Counseling Services Clinical Training Program brochure, an application, and a Trainee/Intern Agreement and Job Description.

The South Bay Center for Counseling (SBCC) is committed to the principle that unlicensed persons can, with proper training and supervision, provide excellent mental health services. We believe the family unit is the most important component of our society and that the health and well being of our communities is a direct reflection of the health and well being of the families who live in them.

We appreciate your interest and commitment to serving the community and welcome your commitment to quality training and professionalism. We look forward to the opportunity of working with you.

.....
Please review the enclosed information and determine if our expectations for trainees/interns are a realistic expenditure of your time, energy, and money.
.....

The application process is as follows:

1. Read the Trainee/Intern Agreement and Job Description and decide if you would like to pursue training at SBCC.
2. Fill out the application form.
3. Attend a group interview with members from our clinical staff.
4. Attend an Evaluation Group. A group of 4 – 6 applicants will meet with the Clinical and Administrative Directors. Applicants will do counseling dyads and participate in a group discussion about the dyads.

After the above has been received and reviewed, you will receive a call informing you of when the group interview will be held. If you are invited to join the counseling staff after you have completed the group interview and evaluation group, you will then receive information regarding the schedule of the interview process, which will take place about 4 – 6 weeks prior to the month for which you are applying. At that time you will enter a New Counselor / Beginning Supervision group with our Clinical Director.

Again, thank you for your interest in our Clinical Training Program and we look forward to hearing from you. If you have any questions, please feel free to contact me at the number above.

Sincerely,

Susan Michael PsyD.
Clinical Director

Mail or bring the completed documentation to:
360 N. Sepulveda Blvd. Suite 2075
El Segundo, CA 90245

Attention: Nicole Perrault



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Counseling Services

Clinical Training Program Application

Thank you for your interest in the Clinical Training Program at the South Bay Center for Counseling (SBCC).

Please complete and sign this application and attach the following:

- ✓ A copy of your resume
- ✓ A personal statement (not to exceed 2 pages) of what you believe are the most significant events in your life and their impact on your career choice



Date of Application: _____

Date you wish to begin traineeship/internship: _____

Name: _____

Street Address: _____

City: _____ Zip: _____

Home phone: () _____ Cell phone: () _____

Email address: _____ Social Security #: _____

Graduate School: _____ Graduation Date (anticipated): _____

Have you or a member of your family ever been a client at SBCC? Yes No

If yes, who? And when? _____



By signing below, I acknowledge that I have read and understand the required standards as described in the TRAINEE / INTERN AGREEMENT AND JOB DESCRIPTION.

 Trainee/Intern Signature

 Date



Mail or bring completed application, resume, and personal statement to:
 South Bay Center for Counseling
 360 N. Sepulveda Blvd. Suite 2075
 El Segundo, CA 90245



TRAINEE / INTERN AGREEMENT AND JOB DESCRIPTION

Trainees / Interns at SBCC agree to:

(Please initial after the following guidelines)

1. Make a 1 year minimum commitment to SBCC, involving approximately 10 – 14 hours per week
This is comprised of the following:
 - Carry a minimum case-load of 6 for trainees or 8-10 for registered interns. _____
 - Carry 2 -3 ongoing clients during the initial training period. _____
 - Attend weekly group supervision per BBS caseload requirement. _____
 - Attend 1 hour of orientation for the first 10 weeks. _____
 - Sign up and complete 1 hour of phone intakes during the initial training period. _____
 - Allot time for an additional minimum of 2 hours of miscellaneous duties such as telephone contact, clinical issues, workshops, additional training or other case management duties each month. _____
2. Be available to see clients at SBCC on more than one day a week in addition to having an **evening and/or Saturday** availability. _____
3. If you cannot attend your weekly group, in order to gain clinical hours for that week you must sign up for an available group that week. _____
4. Attend monthly SBCC Clinical Issues seminars and ongoing training programs as scheduled. Dates will be announced with 2-weeks notice. _____
5. Report on caseload and check in with the Clinical Director or Clinical Supervisor as specified. _____
6. Turn in progress notes weekly to Clinical Supervisor. _____
7. Attend the School Readiness Conference (2 per year). _____
8. Notify your supervisor and clients in advance of any vacation or time off you may anticipate. You must also arrange for an on call SBCC therapist during your absence for telephone support. _____
9. Pay a non-negotiable \$75.00 monthly pledge for MFT or LCSW trainees/interns. _____
10. Attend your own personal psychotherapy. Please note: Proof of therapy must be submitted every 6 months. _____
11. Follow all SBCC procedures outlined in the Counselor Handbook and all subsequent memoranda. _____
12. Maintain client confidentiality as required by law. _____
13. Understand that traineeship/internship at SBCC, may be rescinded at the discretion of the clinical director and/or clinical supervisor at any time. _____

14. The first six months following your acceptance at SBCC is a probationary period. During this probationary period, at least one session must be audio or videotaped for review by your supervisor. You will be periodically evaluated by your supervisor throughout your training period. Evaluations will allow for feedback as well as recommendations on areas in which additional training and improvement may be needed. _____
15. After the first 3 – 6 months, counselors may be invited to work in additional programs at SBCC (with supervisor approval) or take on additional clients. _____
16. If a trainee/intern chooses to work in any additional programs, it would be ***in addition*** to the required minimum client caseload and would require the trainee/intern to receive additional supervision, either in the other program or pay for individual supervision. _____
17. During the training period trainee/intern can take no more than 1 consecutive week vacation every six months. _____
18. **The initial commitment of 1 year to Counseling Services must be upheld.** This includes paying the monthly pledge dues as well as honoring your commitment to all of your Counseling Services clients. If commitment is not upheld, trainee/intern will be responsible for remaining dues of their 1 year commitment. In addition trainee/intern will receive a fine of \$250 for breaking their contract with SBCC and may be reported to the Law and Ethics committee of the BBS for abandonment of their training site and their clients. _____



By signing below, I acknowledge that I have read and understand the above standards required of trainees/interns at SBCC.

Trainee/Intern Signature

Date

Administrative Assistant Signature

Date

Clinical Director Signature

Date