

Edgewood Center for Children and Families
TRAINEESHIP INFORMATION PACKET

Edgewood Center is a private, non-profit multi-disciplinary agency offering mental health, education, prevention, health and social services to a diverse population of youth, families, and caregivers in community-based, outpatient, residential, and NPS (non-public school) settings. Our goal is to provide support to children/youth, families and communities through Services, Training, Advocacy, and Research (STAR).

Edgewood Center has four campuses: two in San Francisco and two in San Mateo County. Programs include: school-based services in 27 San Francisco public schools; home-based and wrap around services in our Kinship Programs (SF and San Mateo County); therapeutic behavioral services (TBS); a non-public school on our Vicente Campus for youth with emotional problems; and, our residential treatment program.

Edgewood Center is a community-based agency that has contracts and collaborative relationships with County Mental Health, Department of Human Services, school districts, Probation, Office on Aging, Department for Children, Youth and Families, and numerous foundations that support our mission and enhance our work. The Edgewood professional staff includes marriage and family therapists, social workers, psychologists, psychiatrists, educators, nurses, and highly trained paraprofessionals who provide family support, behavioral coaching, milieu treatment, and wrap-around services.

Edgewood Center will be offering a limited number of traineeships for a 12-month training year beginning in September 2007 through August 2008. Trainees will be selected from MFT, MSW, and Clinical Psychology programs. Post-graduates, who are registered with the Board of Behavioral Sciences or Board of Psychology, will also be considered. While most of our positions are unpaid, we are fortunate to be able to offer stipends for more experienced trainees or to those with specific language skills (see pg. 4 of this packet). Post-masters interns/associates are paid \$4,000/yr. Pre-Masters trainees are not paid at this time. All traineeships are a minimum of 24 hours and three days a week (more if desired), and involve a commitment of at least two (in some programs three) evenings a week to see clients. While Edgewood Center offers many diverse programs, not all of the programs have openings for trainees.

Supervision is provided primarily by licensed psychologists, licensed clinical social workers, and licensed marriage and family therapists. We offer the opportunity for "live" observation, videotaping, and/or audiotaping. We use modalities including family, individual, group, and milieu therapy. We are pleased to be able to offer an eight-month "live", one-way-mirror family therapy seminar for our interns/trainees.

APPLICATION PROCEDURES

Applicants should be enrolled in good standing in a Masters or Doctoral level program (doctoral applicants should be from an APA approved clinical, counseling, or educational program). Applicants with graduate degrees seeking post-graduate training/supervision towards licensure are preferred in some programs and must be registered with the appropriate California Board prior to the start of the traineeship.

Interested applicants should *carefully read* through the program descriptions (attached) and indicate on the enclosed application (also attached) which programs would be their top choices. Mail the completed application, a curriculum vita, and cover letter to:

Ruth A. Gammon, Ph.D., LCSW,
Associate Clinical Director/ Director of Training
Edgewood Center for Children and Families
101 15th St.
San Francisco, CA 94103
Phone: (415) 682-3293 email: ruthg@edgewoodcenter.org .

Feel free to email for further information. Applications received by February 1, 2007 (for a September, 2007, start date) will be considered first. The interviewing process will involve group interviews to learn more about the agency and finalists will be invited back for individual interviews in mid-February with offers being made by the end of March, 2007.

Edgewood Center for Children and Families
PROGRAM DESCRIPTIONS

SAN FRANCISCO COMMUNITY-BASED SERVICES--*Trainees placed in this program will work in the San Francisco Community -based clinical programs. Trainees will be exposed to behavioral, family systems, psychodynamic and ecological systems theoretical approaches. You will receive training in treatment, assessment, diagnosis, and Community Mental Health documentation standards, as well as provide individual, group and family therapy. You will receive weekly individual supervision, 2 hours of group supervision, 2 hours of family therapy seminar, and will be required to attend the appropriate staff meeting, which occurs Monday afternoons.*

Edgewood's Community-Based Programs provide a flexible array of capacity building, early intervention and clinical services in 27 San Francisco Public Schools and to Kinship families. Our ED/Mental Health Partnership provides individual, group and family therapy for students in Special Day Classes (K-12). Our department also provides individual, and family therapy to youth and their families through out San Francisco Unified School District, in both regular and special education programs. In addition to the school based mental health services, we provide mental health services to youth and their families our San Francisco Kinship Program. The department is proud of its ability to create successful partnerships with schools and the community, and our staff is trained to provide appropriate and competent services.

SAN MATEO COMMUNITY BASED PROGRAMS (Kinship Program, Turning Point/Full Service Partnership, Child Abuse Treatment Collaborative)

Kinship Program – *As a mental health intern in the Kinship Program, you will be providing a variety of services including therapy, case management and collaborative services. Counseling modalities will include individual, family and group therapies. Treatment will be conducted in a variety of settings such as homes, schools, community centers, and in our two agency sites. You will receive weekly and individual supervision, 2 hours of group supervision; attend monthly staff meetings (1st Friday morning of the month) and weekly family seminar.*

This program can only consider post-graduate interns. San Mateo Kinship is a unique and exciting program that provides services to kin caregivers. Most of the children in the program have been affected by the loss of their biological parent. The parent is either deceased, incarcerated, has mental health issues, or has such a strong relationship with drugs/alcohol that they are not able to be effective parents at this time. This situation is germane to every ethnicity. Another relative (grandparent, great grandparent, aunts, uncles, or sibling) has stepped in to provide these children with the direction, guidance, and attention that they deserve. The following services are offered: counseling and mental health services; support groups; identification and referral to relevant resources; after-school tutoring; weekend recreation for youth and respite for caregivers; and, health services offered by our nursing staff to address medical issues. We specialize in providing family-centered, strength-based collaborative services.

Turning Point Full Service Partnership – *As part of this the Turning point program, a mental health intern would work closely with a team providing a wide range of case management, clinical, and other services that would be individually identified for each client and their family. Some of Turning Points clients will have a family to engage with from initial intake, and others will be on the journey of reconnecting to immediate and extended family and building a network of connection within their community. Turning Point interfaces with the client in varied ways that call for ingenuity and creativity from all team members. It is a vital and organic process that unfolds and the intern would have a very special opportunity to work on the cutting edge of solutions and healing. This position is perfect for people looking to offer true and lasting change, but will best suit someone who is flexible with work hours, mindset, and clinical approach.*

Turning Point is a voluntary “wraparound” program which provides intensive family centered and family based services to help children and young adults avoid entering or returning to out of home placement. Turning Point assists participants in accessing informal and formal supports to successfully meet their goals. Program participants are referred by either: San Mateo Human Services Agency, Juvenile Probation, or Community Mental Health. Turning Point's CY (Children and Youth) Program works with youth ages 6-16 and their families/guardians and TAY (Transitional Age Youth) works with young adults age 16-25 and their families/guardians. Teams consist of informal support members (extended family, friends, community members, and other service providers) and the Turning Point team including Parent/Peer Partners, Community Workers, Asset Coach, Clinicians, Shadows, and TBS coaches. Turning Point also runs a Drop-In center for

Edgewood Center for Children and Families
PROGRAM DESCRIPTIONS
Page 2

any 16-25-year-old young adults in San Mateo County. The Drop-In Center is a safe and supportive environment for young adults to identify needed services and develop educational, vocational skills, and independent living skills.

***San Mateo Child Abuse Treatment Collaborative** – As part of this specialized mental health team, a trainee will be conducting mental health assessments, and providing individual, group and family therapy to youth and their families referred from Human Services Agency (HSA – formerly CPS). In addition, collaboration and case management services are provided and coordinated with the CPS social worker. Trainees will participate in a 1 hour staff meeting and 2 hour group supervision on Tuesday mornings, in addition to their trainee group and family therapy seminar.*

The San Mateo County Treatment Collaborative is a collaboration between Edgewood Center for Children and Families (ECCF), Youth and Family Enrichment Services (YFES), and the Department of Psychiatry at the University of California, San Francisco (UCSF). The Collaborative provides treatment to address the mental, behavioral, and emotional needs of children ages 6-17 who are referred from San Mateo Human Services Agency, Children and Families Division as a result of crisis or trauma related situations. A primary goal of treatment is to help clients nurture and develop skills necessary to live and function in the environment best suited to their needs. To accomplish this goal, treatment is family-focused, strength-based, and trauma sensitive. A primary goal for the Collaborative is to reduce the re-incidence of child neglect and physical, emotional, and sexual abuse. In addition, family reunification is supported whenever possible. Services provided include: Comprehensive intake, assessment, and triage; Individual therapy; Family therapy; Group therapy; Case management; Medication evaluation and management; and Family Conferencing

SAN FRANCISCO INTENSIVE SERVICES (Residential Treatment, Day Treatment/Non-public School)

As a member of the Intensive Services Department, trainees will have the opportunity to join a multi-disciplinary staff that provides treatment to youth and their families. The modalities of treatment that you would participate in include family therapy, individual child therapy, group therapy, and case management. You will receive weekly individual supervision, 2 hours of group supervision, 2 hours of family therapy seminar, and will be required to attend the clinical staff meeting.

Edgewood Center's Residential Treatment Cottages and Campus School are designed to serve severely emotionally and behaviorally disturbed children ages 6-17 years. Children in need of our intensive services typically present with a history of severely dysfunctional behavioral patterns with emotional disorders that reflect the entire spectrum of severe emotional disturbance in childhood, including pervasive developmental disorders, conduct disorders, affective and thought disorders, attention disorders, anxiety disorders, and developing personality disorders. These children have often experienced multiple treatment failures in outpatient, or less restrictive settings, and are at imminent risk of psychiatric hospitalization. Their behavior may represent a potential danger to self, others or property, and their treatment requires planned interventions including: psychiatric evaluation; close staff supervision and intensive treatment in the context of a therapeutic milieu; individual, group, and family therapy that is tailored to their specific needs; and, monitoring of the need for psychopharmacological intervention.

Edgewood Center for Children and Families
TRAINEESHIP FACT SHEET

Prerequisites

Trainees must either be graduates of a Masters or Doctoral level mental health program and seeking hours toward licensure OR be enrolled in such programs and be candidates in good standing seeking intern, trainee, or practicum hours. Experience doing family, individual, behavioral interventions, and/or group psychotherapy with children and/or adolescents is preferred. If the trainee is a graduate, they must be registered with the appropriate licensure board in order to obtain hours and to secure a traineeship. Bilingual, bicultural applicants are strongly encouraged to apply.

Setting

Edgewood Center is a private, non-profit community-based agency located in San Francisco and in San Mateo Counties serving children, adolescents, families, and caregivers. Services provided include a variety of social, educational, medical, and psychological services including, family, individual and group therapy, milieu treatment, case management, health services, education, assessment services, referral services, crisis intervention, and intern training. Our services are provided on agency campuses, on school campuses, in the home, and at various locations within the community so that we can provide optimal access to the people we serve.

Dates

September 2007 through August 2008. You will receive four weeks off to be scheduled around the needs of the program. Almost all trainees will be expected to take their time off during the last two weeks in December and the Spring break. (Some flexibility regarding the length of the traineeship may be able to be accommodated in certain programs).

Hours

Minimum 24 hours and three days/week. Maximum 40 hours/week. Two to three evenings a week may be required for family therapy and for “live” one-way mirror family therapy training seminar.

Stipends

Traineeships are a combination of paid and unpaid positions, as indicated on page one. Paid traineeships are for post graduate interns. For trainees who have a [special language skill](#) that the program they are applying to needs (typically Spanish or Cantonese), there will be an additional stipend offered. The language stipend is available to all trainees who qualify including those still in school. Mileage reimbursement provided for all trainees, as appropriate.

Training, Supervision, and Responsibilities

All traineeships will involve some combination of the following experiences: intake assessment, family, group and/or individual therapy, therapeutic behavioral intervention, therapeutic case management, consultation to other agency personnel, and collaboration within the community. Depending upon the program, trainees will be based in schools, on a residential campus, or provide treatment through out-reach into the community.

Supervision will be provided by a licensed Marriage and Family Therapist (LMFT), a Licensed Clinical Social Worker (LCSW), or a licensed Psychologist (Ph.D. in Clinical Psychology). Theoretical orientations utilized at Edgewood include: family systems, cognitive-behavioral, behavior modification, individual and family life cycle development, and psychodynamic, as well as specific evidence-based practices. Trainees will receive one hour/wk. of face-to-face individual supervision by a qualified clinician and on-site supervision as needed by the program’s manager/director. Additionally, you will receive two hours/wk. of group supervision and a mandatory “live” one-way mirror family therapy training seminar for 2 hours each week (likely on Thursdays, 6-8pm). Besides these mandatory training opportunities, a vast array of training workshops are offered for the Edgewood staff and trainees are welcome to participate in these.

To Apply: Send cover letter, application form, and curriculum vita to:

Ruth A. Gammon, Ph.D., LCSW,
Associate Clinical Director/Director of Training
Edgewood Center for Children and Families
101 15th Street
San Francisco, CA 94103 Phone: (415) 682-3293
email: ruthg@edgewoodcenter.org

Complete the attached application form (make copy if necessary) to send with your application package. Please complete this application thoroughly.

Edgewood Center for Children and Families
Trainee Application

(PLEASE TYPE OR PRINT)

TRAINEE PROGRAM APPLYING FOR—					Date of Application
First Choice _____					
Second Choice _____					
Third Choice _____					
Last Name		First Name		Middle Name	
Address		Street		City	State Zip Code
Home Phone No.			Alternate Phone No.		
Social Security No.			Driver's License No.		
			State	Expiration Date	

In emergency contact:

Name: _____ Address: _____ Phone _____

Name: _____ Address: _____ Phone _____

Post Graduate: Yes ___ No ___ Registered with California Board: Yes ___ No ___

University Attending: _____

Year in program **now**: _____ Anticipated date of graduation _____

CREDENTIALS/LICENSE(S)

Credential/Licenses(s) Held	Expiration Date	Professional Organization Memberships

SKILLS AND QUALIFICATIONS

Summarize any training, skills, licenses, and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying:

Language Skills:

Qualified applicants are considered without regard to race, color, sex, sexual orientation, national origin, age, marital status, familial status, ancestry, religious creeds, veteran status, physical disability, mental disability, medical condition or any basis protected by law. The use of this form does not mean there are open positions at the agency and does not obligate the agency in any way. We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Those applicants requiring reasonable accommodation to the application and/or interview process should notify the Human Resources Department.

EDUCATION

UNDERGRADUATE/COMMUNITY COLLEGE/OTHER	Degree/Major	
GRADUATE	Degree/Major	

How were you referred to us?

- Referred by employee (name) _____
- Newspaper (name) _____
- Job Posting (place) _____
- Walk-In _____
- Other _____

Have you been convicted of a criminal offense (felony or serious misdemeanor)? yes no

If yes, please explain. PLEASE NOTE: We are required by the State of California, Community Care Licensing, to submit fingerprints for all employees to the Department of Justice (DOJ) and FBI for criminal record clearance. Conviction is not an automatic bar to employment. Each case will be considered on its own merits.

Have you been convicted of a major driving-related demeanor over the past 4 years, excluding any "sealed or expunged conviction"?

yes no

If yes, please explain.

Experience (Begin with the most recent)

Agency/Organization		Dates Employed		Duties Performed
		From	To	
Address				
Telephone Number(s)				
Position	Supervisor(s)			
Reason for Leaving				

Agency/Organization		Dates Employed		Duties Performed
		From	To	
Address				
Telephone Number(s)				
Position	Supervisor(s)			
Reason for Leaving				

Agency/Organization		Dates Employed		Duties Performed
		From	To	
Address				
Telephone Number(s)				
Position	Supervisor(s)			
Reason for Leaving				

Agency/Organization	Dates Employed	Duties Performed
---------------------	----------------	------------------

		From	To	<hr/> <hr/> <hr/> <hr/>
Address				
Telephone Number(s)				
Position	Supervisor(s)			
Reason for Leaving				<hr/> <hr/>

PROFESSIONAL REFERENCES (Please list three supervisory references not related to you)

Name	Title/Agency	Phone
Address		
Name	Title/Agency	Phone
Address		
Name	Title/Agency	Phone
Address		

I hereby apply for a trainee position with Edgewood Center for Children and Families and affirm that all information provided by me in this application is true and complete. I understand that any misrepresentation may result in rejection of my application or termination of the training program.

I understand that after an offer of training has been made and during my training, Edgewood has the right to require a TB Test to determine my fitness and ability to participate in this training. I understand that refusal to undergo such examination/testing may result in termination of my training. If the TB Test comes back positive, I will be requested to have a chest x-ray at my own expense.

I further understand that, as required by the State of California, after an application has been accepted, and prior to training beginning at Edgewood, I will have fingerprints taken. These fingerprints shall be forwarded to the Department of Justice (DOJ) and FBI for the purpose of receiving a criminal record clearance. I understand that a criminal record clearance for me is required prior to the first day of my training.

I authorize Edgewood to investigate all statements in this application and to obtain any information including, but not limited to, that from my former and present employers, references, and academic institutions. This may include a full transcript of my record or service with them, or any information. I hereby release Edgewood from any and all liability arising from the giving or receipt of such information. I understand that any offer of a trainee position is contingent on satisfactory reference and background investigation.

I agree I will abide by all policies and practices established by Edgewood. I understand Edgewood has the right to modify its policies and practices without giving me notice of the changes.

Signature: _____ Date: _____

Edgewood Center for Children and Families

VOLUNTARY AFFIRMATIVE ACTION INFORMATION

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job related medical condition or handicap, or any other legal protected status.

DATE: _____ POSITION APPLIED FOR: _____

REFERRAL SOURCE:

__Advertisement __Employee __Relative __Walk-in __School __Government

__Employment agency __Private employment agency Other: _____

NAME OF SOURCE IF APPLICABLE: _____

APPLICANT'S NAME: _____ PHONE: _____

ADDRESS: _____
STREET CITY STATE ZIP

As required, we comply with government regulations including Affirmative Action obligations where they apply. In an effort to comply with requirements regarding government recordkeeping, reporting and other legal obligations, we ask that you complete this applicant data survey. Your cooperation is appreciated. Please be advised that your survey is **not** a part of your official application for employment. It is considered confidential information that will not be used in any hiring decision.

CHECK ONE.....__MALE __FEMALE

CHECK ONE OF THE FOLLOWING: __LATINO __AFRICAN AMERICAN __CAUCASIAN
__ASIAN/PACIFIC ISLANDER __AMERICAN INDIAN/ALASKAN NATIVE

SPECIAL NOTICE TO VIETNAM ERA VETERANS, DISABLED VETERANS AND INDIVIDUAL WITH PHYSICAL OR MENTAL HANDICAPS OR DISABILITIES:

Government contractors subject to the Vietnam Era Veterans Readjustment Act of 1974 and the Rehabilitation Act are required to take affirmative action to employ and advance in employment qualified disabled veterans and veterans of Vietnam Era, and qualified handicapped individuals.

You are invited to volunteer this information. If you qualify, to assist in proper placement and determining reasonable accommodation. This information will be considered confidential, and refusal to provide this information will not adversely affect your consideration for employment.

IF YOU WISH TO BE SO IDENTIFIED, PLEASE CHECK IF ANY OF THE FOLLOWING ARE APPLICABLE:

__Vietnam Era Veteran __Disabled Veteran __Handicapped Individual

