



EXPECTATIONS OF TRAINEES

- Trainees will average 16-20 hours a week at The Sky Center with ten of those hours being direct client service (face to face, with the team, observation). Specific hours on site are determined by the trainees' academic program. Advanced studies trainees' hours will be agreed upon with the Program Director.
- Trainees will attend all training and orientation meetings at the beginning of semester.
- Trainees will complete and sign a The Sky Center learning contract within the first 14 days of the semester.
- Trainees will meet with their site supervisor within the first 14 days of the semester to discuss individual supervision styles, needs, and expectations.
- Trainees will read the policy manual within the first 30 days of the semester. Trainees will schedule a policy manual meeting with the Program Director or Office Manager within the first 30 days of the semester to discuss any questions and sign the form indicating the manual has been read and all written policies will be followed. There will be one copy of this manual to check out.
- Trainees will participate either as a Counselor or as a Team Member when the Center is open for services. The Supervisor must clear any exceptions to this.
- Trainees will co-facilitate a school-based group during their internship, which will be supported with weekly Group Supervision.
- Trainees will maintain client files and update paperwork as needed. They will follow all time guidelines for record keeping by utilizing the EMR-Bear electronic client file system. Trainees will notify their supervisor when documents have been completed and are ready for review, corrections, and signatures.
- Trainees will maintain client confidentiality by adhering to the following digital procedures:
 - Photographing of client material must be taken with in-house camera and downloaded onto a flash drive that does not leave the premises.
 - E-mail correspondence with clients is not permitted on private email accounts. A Sky Center email account will be issued to you by the Office Manager.
- Trainees will adhere to a Family Systems, strength-based model of treatment, which is the overall approach utilized at The Sky Center. This will require ongoing advocacy for clients by meeting with schools, agencies, extended family members, or other relevant individuals and by connecting them to other support resources.



The Sky Center

New Mexico Suicide Intervention Project

- Trainees will receive 16 hours of individual supervision per semester. This time will be scheduled with the trainees' individual supervisor prior to the semester. As needed, the trainee or the Supervisor can request supervision between sessions. Each supervisor will let their supervisees (students) know how to access them off hours if a crisis occurs or consult is needed. The Program or Executive Director is available as a backup for all clinical concerns.
- Trainees are responsible for various office duties, including answering telephones, picking up messages, returning phone calls and confirming client appointments. You will be assigned opening and closing duties (this schedule is posted in the observation room).
- Trainees will represent The Sky Center in a professional manner adhering to the code of ethics.
- Trainees are individually responsible for acquiring student liability insurance, providing written proof of insurance for the center's files.
- Trainees will perform assignments they have agreed to do and will follow through on all commitments. Trainees will maintain dependable, regular attendance with their assigned families. They will inform the Program Director, Site Supervisor, or Office Manager, as soon as possible if they cannot perform any of their assignments.
- Trainees will possess a willingness to learn. They will be able to give and receive feedback and deal directly with any potential conflicts with supervisors and other students.
- Trainees will follow ethical guidelines as defined by their field of study. Accordingly, we ask that you refrain from discussing cases or any confidential aspects of the program on social media, in your private home or within your family/friend networks.
- Trainees will participate in a supportive team membership where collaboration is high and highly valued.
- Trainees will use social distancing practices put in place at The Sky Center during the pandemic and will adhere to all protocol, including, but not limited to (and subject to change): wearing a mask when at The Sky Center, checking temperature when entering the building, and adhering to all state regulations. Trainees will also screen for COVID-19 concerns when scheduling a family for onsite services.