**CHADS Coalition for Mental Health** is proud to offer practicum opportunities for undergraduate and graduate students in the St. Louis area. This packet of information contains relevant information for the practicum student program supported by CHADS Coalition including:

1. How to apply for a practicum experience
2. CHADS History, Mission, Vision, and Values
3. Practicum Opportunities/Job description
4. Practicum Student Orientation Checklist
5. Practicum Student Expectations
6. Practicum Student Learning Agreement template
7. Daily Activity Log template

Any questions regarding a practicum experience at CHADS Coalition can be directed to the Program Director, Colleen Pace, colleenp@chadscoalition.org.

**How to apply for a practicum experience with CHADS Coalition**

* All potential Practicum Students will submit their interest in practicum via [online application.](https://forms.gle/yc2LETaYVEnpCMCX9) The student should attach:
	+ A cover letter and resume with their interest
	+ University documents outlining expectations of the practicum experience
	+ Total number of hours and expected weekly commitment/hours to be worked
	+ Any additional information including but not limited to what they are seeking in a practicum experience.
* The Program Director (PD) will review online applications. Based on qualifications of candidate and in consultation with the relevant CHADS Program Manager or other staff member, the PD will make contact with candidate and schedule interview time with candidate’s potential supervisor within one week of the application submission.
	+ Candidates that do not meet minimum qualifications will be contacted within one week of application submission to request further information or notify that they do not meet minimum criteria for a practicum position within CHADS.
* The PD and potential supervisor will interview all qualified candidates in a timely manner for efficiency and to make best effort for student’s schedule.
* All accepted practicum students will receive a phone call by the practicum supervisor or PD, to verbally welcome and congratulate the practicum student. Starting at CHADS as a Practicum Student is contingent upon them passing their background check as specified by the PD.
	+ All candidates who are not accepted will also be notified via email.
* At that time the Practicum Supervisor (PS) will set up an orientation date for student to begin all paperwork for CHADS. The PS will then follow-up the verbal conversation with an email confirming acceptance and attach the **CHADS Practicum Program Packet.** This document will outline what the practicum student will need to bring on his/her first day.

**HISTORY OF CHADS**

CHADS (Communities Healing Adolescent Depression and Suicide) was founded after Marian and Larry McCord's 18-year-old son, Chad, died by suicide in 2004. In April of 2004, Chad McCord, a high-school senior with a bright future, lost his battle with depression and died by suicide. Like so many parents before them, Marian and Larry had fought alongside Chad trying to help him conquer his disease, but found a healthcare system unequipped and often unwilling or unable to help. They were determined to create an organization focused on saving the lives of our youth by increasing awareness, education, and support to address adolescent depression and suicide.

**WHAT WE DO**

CHADS offers Signs of Suicide®, Family Support, and Social Emotional Well-being programs to advance the awareness and prevention of depression and suicide. Aside from providing adolescents and young adults ages 25 and under with counseling services and educational programs, we also serve parents, educators, and community members with resources, presentations, and more to provide a holistic and proactive approach to mental illness and bullying.

**OUR MISSION**

CHADS saves young lives by advancing the awareness and prevention of depression and suicide.

**VISION**

To be the community leader in educating and supporting young people whose lives are impacted by suicidal thoughts, anxiety, and/or depression.

**CORE VALUES**

Youth Focused - Support the mental health of youth and young adults with each decision we make.

Passion - Keep our mission and vision central in our work. We show pride, enthusiasm and dedication in everything we do.

Character - Value those we serve, our employees, volunteers, and collaborating organizations by demonstrating honesty, respect, integrity, trust, and supporting diversity. We are people of character.

Hope - Bring hope to the clients and families we support. We are confident that their lives will improve and they will get through their mental health crisis.

Collaboration - Encourage effective partnerships with youth and their families, community volunteers, school districts, businesses, other nonprofits, and the broader community.

Stewardship - Emphasize efficiency, quality, and the optimal use of resources in all aspects of our operation, ensuring that we remain responsible guardians of the trust that our community places in us.

Accountability - Meet our commitments and take responsibility for our performance.

Excellence - Expect the best of co-workers and ourselves. Strive for positive outcomes, continuous quality improvement, and fact-based decision-making. We are committed to providing only high quality programs and services.

**Job Description for Practicum Students**

CHADS Coalition for Mental Health is pleased to provide an opportunity for Undergraduate and Graduate Level Practicum Students. Once accepted in CHADS’ competitive practicum program, students will have the following opportunities in areas of practice and possible roles based on the requirements of the university practicum experience and availability within CHADS:

Clinical Services in the Family Support Program

* Shadowing clinical sessions
* Conducting in-take for new clients
* Leading clinical session with assistance of licensed clinician, then maintain caseload
* Co-lead psychoeducational and support groups
	+ LGBTQ Youth Group
	+ Depression and Anxiety Group
	+ Survivors of Suicide Support Group
* Develop treatment plan, progress notes, and discharge summaries
* Manage in-coming clinical calls for CHADS Family Support program
* Observing and/or participating in school postvention services after a suicide
* Attend and participate in clinical staffing with Family Support team
* Successfully complete CHADS training:
	+ Brief-Solution Focused Therapy
	+ Collaboratively Assessing and Measuring Suicidality (CAMS)
	+ Columbia-Suicide Severity Rating Scale
	+ Stanley-Brown Safety Planning
	+ Counseling on Access to Lethal Means (CALM)
	+ TheraNest database (electronic medical record)

Social Emotional Mentoring

* Shadowing one-on-one mentoring sessions
* Leading mentoring session with assistance of trained mentor, then maintain caseload
* Develop treatment plan, progress notes, and discharge summaries
* Supporting professional workshops in the community
* Attend and participate in training and staffing with SEW team
* Successfully complete CHADS training:
	+ CASEL Competency Curriculum
	+ TheraNest database (electronic medical record)

CHADS Community Awareness & Education

* Shadow CHADS staff in school and community-based presentations, specifically with the Signs of Suicide Program
* Score presentation surveys and enter data into database
* Supporting professional workshops in the community
* Create and provide feedback on student and community presentations
* Staff CHADS booths at community and university events
* Review and analyze data to create reports for school buildings and entire districts
* Market community trainings and professional development opportunities to school districts

Business, Marketing, & Fundraising

* Shadow Development Director & Business Manager
* Participate at various levels with Special Events/Fundraising
* Assist in developing & implementing targeted strategies for promoting CHADS
* Market Family Support clinical services with regional pediatricians, school counselors, and hospitals
* Assist in analyzing data and other business functions

In a practicum position, students will:

* Navigate an office environment catering to the needs of both clerical work and activities designed to help combat adolescent depression and suicide.
* Navigate Microsoft Office programs such as Word, PowerPoint, and Excel.
* Learn about CHADS programs and how the programs work together to drive the CHADS mission and vision
* Participate in team and staff meetings
* Learn more in areas they may not be proficient in already (for example, Mental Health First Aid or Mandated Reporters training).

**Practicum Student Orientation**

Welcome to CHADS! We are so excited to have you join our CHADS team for your practicum experience! CHADS Coalition was founded in January 2005 by Larry and Marian McCord, shortly after their son, Chad, died by suicide in 2004. The McCord’s vowed to be Chad’s voice to raise awareness and educate the community about teen depression. CHADS’ is an acronym for Communities Healing Adolescent Depression & Suicide. Our mission is to save young lives by advancing the awareness and prevention of depression and suicide. At CHADS, we strive to fulfill this mission everyday through our delivery of services and our core values: Youth Focused, Passion, Character, Hope, Collaboration, Stewardship, Accountability, and Excellence.

**Getting Started:**

What to bring on your first day of orientation at CHADS:

* Your social security card; this has to be the original and cannot be a copy
* Your driver’s license; this has to be the original and cannot be a copy
	+ *If you do not have either your social security card or driver’s license, please bring your passport*
* Your original diploma (with the raised seal) of your highest degree of education you have obtained; this has to be the original and cannot be a copy.
	+ *If it is framed, we will try and scan it in its frame.*
* Name and contact info for two emergency contacts
	+ *Complete form attached*
* A pen and notebook to take notes
* Your enthusiasm and compassion to serve youth with mental health needs

**Items for you to review prior to your first day:**

* + CHADS Human Resource Manual
	+ CHADS Standard Operating Procedures
	+ Mission, Vision, and Values
	+ Overview of Programs
	+ Program Manual (for the program you will primarily be working)
	+ Practicum Student Expectations
	+ Appropriate Code of Ethics (NASW, ACA) and Missouri Mandated Reporting Guidelines
	+ Your responsibilities to your school (e.g. creating ELA, providing appropriate paperwork to practicum supervisor, abiding by your schedule provided, etc.)
	+ Outlook email

**Additional items:**

* + Provide hours selected for weekly schedule
* Complete a brief bio to send to other staff
* Attending regular staff meetings
* Attending regular weekly supervision
	+ Annual report
	+ Goals and budget for current year

**Practicum Student Expectations**

CHADS provides a unique learning opportunity for practicum students to fulfill learning objectives for graduate students. Additionally, CHADS strives to provide the highest level of care to all clients, both internally and externally. It should be understood that a practicum is an extension of your undergraduate or graduate level coursework and will be treated as such. Therefore, it is imperative that CHADS staff and CHADS practicum students operate as a team to ensure success.

**Practicum Student Expectations**

As a CHADS practicum student, you will be expected to:

* Develop Practicum Student Learning Agreement (PSLA) with assistance from Practicum Supervisor
* Fulfill all created learning objectives in PSLA
* Provide a schedule to practicum supervisor and commit to the schedule created
* Provide clear and consistent communication with practicum supervisor
* Accurately record and account for all required practicum hours
* Demonstrate responsibility to assigned or requested assignments
* Meet with practicum supervisor on a weekly basis for student supervision
* Attend all meetings or clinical staffing
* Follow program procedures and documentation requirements to ensure fidelity and continuity of care
* Follow and maintain Code of Ethics, Confidentiality, HIPAA, and Mandated Reporting Guidelines
* Maintain professionalism and exhibit appropriate behaviors when representing CHADS in the community

**Disciplinary Action Procedures:**

In the event a practicum student is in violation of or is not fulfilling their practicum obligations, including but not limited to: excessive tardiness, repeated no-shows, chronic lack of communication, ethical violations, inappropriate or unprofessional behaviors, violation of school or agency policy, not meeting organizational and learning objectives, or any other unbecoming behaviors, the practicum supervisor will:

1. Have a discussion with student regarding the issue/concern. Practicum supervisor will provide practicum student with written documentation of situation, discussion and resolution.
2. If the problem continues, the practicum supervisor will then make contact with appropriate contact at student’s school to notify /him/her of the situation.
	1. If applicable, a meeting should be held with school and student to discuss situation and next steps.
3. If situation still persists and there is no improvement CHADS will terminate the practicum student position regardless of point in semester.

***\*\*Please note: Depending on severity of situation/offense, CHADS practicum supervisor reserves the right to contact the appropriate school supervisor and discuss next steps, up to and including immediate termination of practicum therefore omitting step 1.***

**Practicum Student Learning Agreement**

This document is intended to outline the learning objectives of the student’s practicum experiences at CHADS Coalition. It should be created with assistance from the Practicum Supervisor within the first week of the practicum period. *If there is a course or university learning agreement/contract that may take the place of this learning agreement.*

**Practicum Site Information**

|  |  |
| --- | --- |
| Student Name: |  |
| Student Email: |  |
| Student Phone Number: |  |
| University: |  |
| Major/Course of Study: |  |

|  |  |
| --- | --- |
| Practicum Supervisor Name and Title: |  |
| Supervisor Email: |  |
| Supervisor Phone Number: |  |

|  |  |
| --- | --- |
| Start Date of Practicum: |  |
| End Date of Practicum: |  |
| Proposed Work Schedule: |  |
| Total hours needed: |  | Hours per week: |  |

By signing below, the student and Practicum Supervisor agree to the information outlined in this document.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature Date

**Practicum Experience Details**

1. Please write a brief description of the organization you will be working with and reason(s) for selecting this particular practicum site.
2. Please write a brief description of the practicum project or experience.
3. How is the project or experience of strategic significance to the host organization?
4. What type of orientation or resources will this organization be providing you (e.g. work space, access to equipment, training, etc.)
5. What does the student plan to learn from this experience? What type of competencies (e.g. knowledge, skills) do you expect to develop?
6. What intellectual competencies and practical skills does the student hope to focus on through this practicum experience? What essential knowledge will the student be exposed to through this practicum experience?
7. What expectations does the supervisor have for the student regarding their professionalism within the practicum site?
8. Outline the weekly arrangement for the student’s experience. What additional requirements or responsibilities are also required for this experience? Please note any unique aspects of the experience (attendance at a conference; weekend commitments; etc.):



***\*Please note this is an example, only. A separate excel file will be sent after orientation containing this table to be used for the duration of the practicum experience.\****