
SENECA CENTER INTERN PROGRAM AND POLICIES

Seneca Center provides excellent training and field placement opportunities for MSW interns and MFT trainees. In general, the training settings that we offer are most appropriate for advanced students who have already had some exposure to clinical populations and work with clients. First year students with suitable experience and interests will be considered.

CONTACT

Students interested in internships at Seneca Center should contact the Assistant Director of Training (megan_mcquaid@senecacenter.org, 510-317-1446 x258) by e-mailing a short letter describing the type of internship they're interested in with a resume attached.

STIPEND PAYMENT POLICY

The stipend for second year MSW interns or MFT trainees who work 24 hours per week is \$5,000. For first year MSW interns or MFT trainees who work 16 hours per week, the total stipend amount is \$3,000. Stipends for interns who work more/fewer hours per week may be prorated accordingly. Internship stipend amounts are subject to taxes if receipts for qualified education expenses are not submitted. Special arrangements may be made for Seneca employees who enroll in school.

Interns and trainees may submit receipts for qualified education related expenses (tuition and books) up to the total stipend amount. Reimbursements for education related expenses are tax free.

Please note that reimbursements are paid over the course of the internship. If, for example, a tuition receipt for \$5,000 is submitted to Accounting on September 15, the reimbursements will be made monthly over the length of the internship. Receipts may also be submitted each month by the 15th to Accounts Payable.

Note regarding MSW Interns:

If an MSW intern does not have enough receipts for the total stipend amount, they may complete a W-9 tax form and be paid the stipend as taxable income. Seneca Center does not withhold any taxes for W-9 wages.

Note regarding MFT Interns:

Seneca Center interns are given the employment status of volunteer. Per BBS regulations, MFT trainees with a volunteer status may only be reimbursed for education related expenses. BBS regulations state that MFT trainees who accrue hours toward licensure during field placements may only be reimbursed for education related expenses. Seneca will reimburse for education related expenses up to \$3,000 for first year interns and up to \$5,000 for second year interns.

INTERNS WITH SCHOLARSHIPS

Seneca Center employees receiving our scholarship award may submit the same receipts for qualified education expenses (tuition and books) toward both the internship stipend and Seneca's scholarship.

COMPLIANCE WITH AGENCY REQUIREMENTS

Other than being in the process of completing educational requirements and perhaps having less experience working with our population, interns should meet the same high standards as any new hire. Interns are also required to adhere to agency requirements for working with clients.

SUPERVISION

Seneca interns receive one hour of individual supervision each week. They will also participate in group supervision if their schedule permits. Any additional supervision required by a particular school will be given.

PROGRAM MEETINGS

Interns should expect to attend all program meetings (staff meetings, team meetings, staff in-service trainings) that occur during field placement days.

INTERN TRAINING PROGRAM

Basic Training: Schedule permitting, interns should complete all of Basic Training. However, if class schedule does not allow for completion of the entire two-week training, interns are required to complete all ProACT, First Aid/CPR/Bloodborne Pathogens and Documentation sections before beginning work with clients. These trainings all occur Wednesday through Friday. The training runs throughout the year.

In-service Trainings: Interns will attend all program in-service trainings that occur during their field placement days.

Intern Seminars: Please see below for more information.

Additional Trainings and Conferences: Interns also have the opportunity to attend additional Seneca or non-Seneca trainings or conferences that would enhance their field placement experience.

INTERN MEETINGS/SEMINARS

In the course of the year, interns from throughout the agency will meet regularly. These meetings will include check-ins, case presentations and trainings about:

- (1) Curiosity in Assessment
- (2) Impact of Trauma on Child Development
- (3) Self-care/Secondary Traumatization

OBSERVATIONAL SESSIONS IN OTHER PROGRAMS

In order to learn about other programs in the agency, interns may set up a couple Observational Sessions in other programs during their internship.

EVALUATION

Seneca intern supervisors will complete all evaluations required by an intern's school. The supervisor will also complete a Seneca year-end evaluation.