

# Green Apple Counseling

1500 10<sup>th</sup> Ave S. Ste 200 Great Falls MT, 59405 Phone: 406-866-0350

## **POLICY: RESPONSIBILITIES, LIMITATION AND SUPERVISION OF NON-EMPLOYEES**

**PURPOSE:** To define the responsibilities, limitations and supervision of student, interns and volunteers.

### **Responsibilities:**

- To abide by the APA Code of Ethics.
- To demonstrate personal maturity.
- To become conversant with governing rules, policies and procedures.
- To become conversant with due process procedure.
- To abide by lawful program, office, department, county, and state regulations.
- To follow grievance procedures if initiated.
- The responsibility to read, understand and clarify, if necessary, the statement of rights and responsibilities. It is assumed that these responsibilities will be exercised, and their implementation is viewed as a function of competence.
- The responsibility to actively participate in the training, clinical services and the overall activities of Green Apple Counseling.
- The responsibility to give constructive feedback that evaluates the training experience or other experiences at Green Apple Counseling.
- The responsibility to inform the Supervisor of any significant concerns the intern may have regarding the Internship Program.
- All volunteers, students, or temporary employees will be expected to follow the same policies and procedures as all employees of Green Apple Counseling, LLC.
- These visitors will be required to sign privacy agreement and be expected to maintain professionalism and confidentiality.
- Volunteers, Students, Temporary employees are covered by workman's compensation.

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- All volunteers, students, or temporary employees will be assigned supervisor to report and refer to.
- All students and interns will be required to have supervision from a qualified clinician.

## **Interns and Students:**

- The responsibility to meet training expectations by developing competency in assessment skills, psychotherapy skills, outreach and consultation skills, and other areas as delineated in the evaluation forms.
- Be assigned to a supervisor.
- Attend supervision sessions
- Maintain accurate logs and summaries
- Complete and evaluate their experience

## **Termination:**

- Successful completion of goal and objectives defined by individual programs
- Failure to accept supervision or suggestions of improving skills
- Unexcused or excessive absenteeism
- Failure to master skills within allotted time
- Violation of code of ethics or policies

## **Limitation:**

- Student, interns and volunteers will only be allowed minimal necessary information in regard to groups
- Volunteers will not have access to any client information
- Students and interns will only be allowed pertinent information about their clients
- Students and interns will be under the direction of a licensed professional and will have professionals in all groups.