

UNIVERSITY OF CALIFORNIA, SAN FRANCISCO

AIDS HEALTH PROJECT

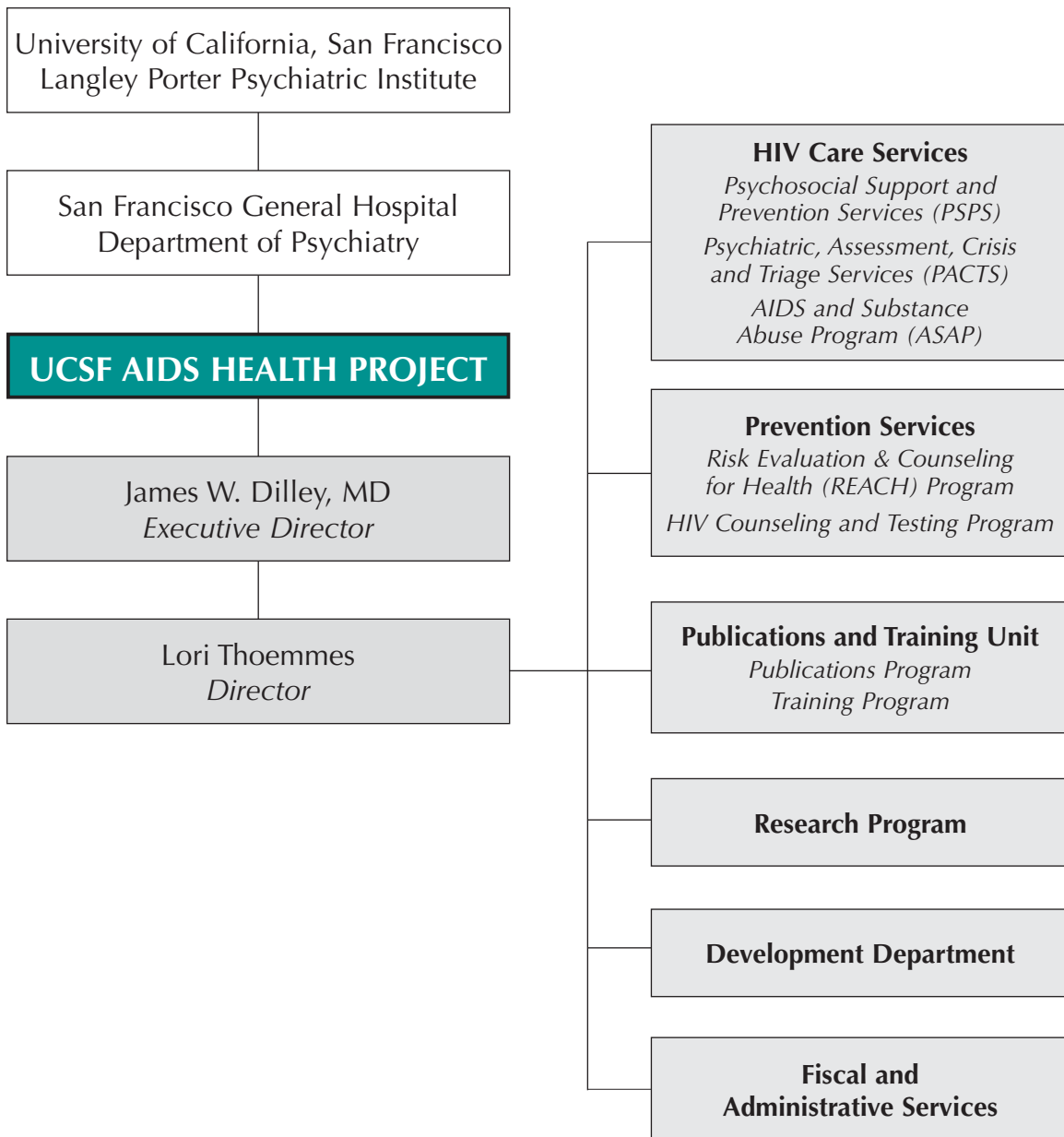


INTERNSHIP PROGRAM 2012

The mission of the UCSF AIDS Health Project is to provide culturally sensitive counseling and education to stop the spread of HIV infection, and to help people face the emotional, psychological and social challenges of living with HIV disease.

UCSF AIDS HEALTH PROJECT

The AIDS Health Project is affiliated with the University of California, San Francisco. While UCSF provides no program funding to AHP, it does contribute administrative support and the resources of a world-renowned medical school.



The UCSF AIDS Health Project is the premier provider of HIV-related mental health services in San Francisco and has been a pioneer in developing innovative services since its inception in 1984. It now has an international reputation as a leader in this field.

Founded by a group of dedicated mental health professionals—including current Executive Director James W. Dilley, MD—who witnessed the devastating effects of HIV on the mental health of those early clients, the AIDS Health Project (AHP) has expanded over the years from a small hospital-based program to become the city's largest HIV-related mental health agency. It is affiliated with the University of California, San Francisco, one of the leading medical schools in the world.

Targeting people living with HIV, people at risk of infection, and caregivers working on the front lines of the epidemic, AHP programs include individual psychotherapy and psychological support groups for people with HIV and people at risk for HIV, mental health

crisis services for people with HIV, HIV-related substance abuse services, HIV counseling and testing, educational publications and training for providers working with HIV, and research to inform both clinical practices and public health policy decisions.

AHP helped pioneer the San Francisco Model of Care, which has served as a standard for many other cities throughout the country. Since that time, AHP has provided free HIV prevention, education, and counseling services to more than 225,000 HIV-infected and at-risk men, women, youths, and their providers. AHP currently provides direct services to more than 10,000 clients annually, always at no cost.

AHP is currently staffed by approximately 100 full and part-time employees, 25 clinical interns and fellows, and 180 volunteers. The staff includes psychiatrists, clinical social workers, psychologists, counselors, trainers, editors, researchers and administrative staff.

The program is housed at two main sites, neither of which is on the main UCSF campus. The

AIDS Health Project Services Center on Market Street is where clients access the services of the Psychosocial Support and Prevention Services Team (PSPS), Psychiatric, Assessment, Crisis and Triage Services (PACTS), the AIDS and Substance Abuse Program, and the HIV Counseling and Testing Program. The Executive Workgroup, Fiscal and Administrative Services, the Publications and Training Unit, the Research Unit, and the Development Unit are located in UCSF's Mission Center Building.

Although AHP is a part of the Department of Psychiatry, UCSF does not directly fund AHP's programs. In this respect AHP is more like a free-standing non-profit agency. AHP programs are funded through contracts with the City and County of San Francisco Department of Public Health, the State of California Office of AIDS, the National Institutes of Mental Health, various other non-governmental foundations, and its fund-raising efforts with corporations and individuals.

These are the facts about AHP. But they don't begin to describe the experience in store for interns. We promise you'll be challenged and enriched. Whether you are on the telephone screening clients or doing research for one of our publications, you'll never forget how important your work is. And, among the more than 250 people associated with AHP, you will find some of the most expert, dedicated, caring and outrageously funny co-workers on the planet. We hope you will join them.

Post-Baccalaureate Internship Program

The AIDS Health Project began its Internship Program in 1991 with short-term internships for college students. Today, as a one-year program, it has become an integral part of the agency's structure and is designed to target college graduates who have an interest in the health professions, social services, or non-profit management. This one-year program helps AHP not only to better manage the volume of high quality services we offer, but also to groom future mental health and social service providers with expertise in HIV care. The program also provides an opportunity to introduce college graduates to the non-profit arena, which may aid them in choosing careers in public health and related health care fields. Past interns have gone on to enjoy successful careers in medicine, psychology, public health, social work, and public interest law.

Though advances in treatment of HIV disease have given new hope that this life-threatening illness will one day become a chronic, manageable condition, experts are united in their belief that this day has not yet arrived. People infected with HIV are living longer on average, but in turn, this means that greater numbers of people are seeking limited services. For now, it is only prudent to plan for the long term, and the AIDS Health Project's Internship Program is an effort to do just that: ensure that there will continue to be a group of committed health and social service providers with HIV expertise. Our internship program provides young people the opportunity to give back to the community while learning valuable skills and fostering professional growth. In addition to their primary work assignment, interns are encouraged to learn about their chosen field, seek contact with professionals in their areas of interest, and learn about the non-profit world.

The Intern Orientation, Mentoring and Mailings

Representatives from each AHP program meet with new interns in a series of orientation meetings to introduce themselves and to discuss the work of their programs. In this way, interns develop a comprehensive understanding of the agency and how it functions. Once each month, interns gather to discuss career issues and meet with guest speakers to hear about experiences working in the HIV field. Interns also gather as a group during the mailing of agency materials and other items. While the folding, stuffing, and sealing may sound monotonous, it is actually the perfect opportunity for interns from all units to get together and socialize.

The Facts and Figures

Internships begin in July and last for one year. The work week for interns is 32 hours.

Remuneration consists of an \$900 per month housing stipend paid directly to each intern's landlord.

Most of our interns find part-time, paid employment that keeps them fed and clothed and often leads to full-time work after their internship.

The bad press about the San Francisco housing market is, unfortunately, true. Housing is expensive but \$900 still buys a room in a shared flat or, with luck, a studio apartment. AHP can provide you with a list of short-term housing providers that will help you find starter housing before you arrive.

Administrative Intern Opportunities

HIV Counseling and Testing (HCAT) Program

The HIV Counseling and Testing (HCAT) Program is at the front lines of the HIV epidemic, helping HIV-negative individuals understand and reduce their risks as well as helping those who test HIV-positive to connect with medical and other services to help them manage their diagnosis. HCAT provides HIV and limited STD testing, including risk assessment, harm reduction counseling, and related referrals. Services are offered six days a week between the main Service Center and mobile testing venues. HCAT also offers direct linkage to medical care for those diagnosed with HIV, including referrals, case management, and other support to ensure that clients are connected to an HIV specialist and begin treatment as quickly as possible. This service also includes partner notification for those needing assistance in disclosing their status to sexual and injection partners.

JOB DESCRIPTION: HCAT interns are responsible for many of the daily administrative tasks that are critical to the program's success. The duties of this internship require careful attention to detail, strong customer service skills, and appropriate sensitivity and respect for communities most impacted by HIV. Interns answer calls received on our testing hotline from individuals wanting to make an appointment or needing basic information about HIV. They help prepare for counseling shifts by assembling paperwork packets and updating referral information. Interns also do a fair amount of data entry, including entering client data from questionnaires and looking up and recording test results. In addition to these tasks, interns may be called upon to assist with other duties as assigned. Training for this position includes extensive on-site classroom and practical experience, including observing tenured counselors working with clients. In addition, interns are required to complete a one-week training offered by the San Francisco Department of Public Health to be certified as HIV test counselors, after which they must work three counseling shifts per week.

CLIENT SERVICES

The AHP Services Center sees a variety of clients through several different units that work together to provide excellent and efficient clinical services to our clients. These units are described below:

Psychosocial Support and Prevention Services Team (PSPS)

The PSPS staff provides comprehensive mental health services including assessment and diagnosis, individual time-limited (20 sessions) weekly psychotherapy, group therapy, neuro-psychological testing and assessment, and vocational counseling to San Francisco residents living with HIV/AIDS. Additionally, with the help of trained volunteer staff, the program conducts over 20 weekly time-limited and ongoing peer support groups to persons living with HIV/AIDS including a group specifically targeting individuals who are newly diagnosed with HIV. Additionally, our REACH program (Risk Evaluation and Counseling for Health) provides individual and group counseling services to both HIV positive and HIV negative or untested gay and bisexual men with the goal of preventing HIV infection and transmission. The REACH program also conducts monthly workshops for gay and bisexual men addressing a variety of topics from dating and sex to body image and internalized homophobia.

Psychiatric, Assessment, Crisis and Triage Services (PACTS)

Our psychiatrists and nurse practitioners offer treatment, consultation and medication monitoring. When needed, clients are assessed and followed at home for HIV related cognitive impairment. The PACTS team manages client psychiatric crises in the services center and in the community for clients who present a danger to themselves or others. We also coordinate initial assessments and treatment planning for new and returning clients.

AIDS and Substance Abuse Program (ASAP)

The ASAP team offers individual and group counseling and case management services for those clients who are struggling with psychiatric and substance use issues as well as with HIV. The team works closely with other providers involved with a particular client to ensure comprehensive care.

JOB DESCRIPTION: Interns working at the Services Center provide the necessary daily administrative tasks of the various programs listed above. These tasks include, but are not limited to the following: data entry, maintaining client files, management of client data forms and surveys, preparing correspondence, transcribing psychiatric notes and client crisis information, and directly work with clients both while serving as receptionist at our front desk and through informing them of availability of services they are waiting to become a part of. Interns will work with one or more teams to design publicity for specialized workshops, forums and other community events. Interns are invited to sit in on various staff case consultations, psychiatric rounds, and unit meetings.

Administrative Intern Opportunities, continued

Research Program

The research unit is a small, tightly knit group responsible for designing and implementing all of the agency's research projects. Like the services provided by the AIDS Health Project (AHP), our research focuses on reducing and ultimately eliminating the spread of HIV/AIDS (prevention) and improving the health and wellbeing of those living with HIV/AIDS (care). Study findings are not only shared with the global research community, but are also used at AHP to improve intervention techniques employed by our own staff of mental health professionals.

JOB DESCRIPTION: The primary role of the research intern is to assist in the day-to-day implementation and operation of research studies conducted by the unit. Interns are responsible for recruitment and retention of research participants (e.g. eligibility screening, enrollment, scheduling) and administration of participant appointments (informed consent, collection of data, participant reimbursement). All research involves a good deal of administrative work (e.g. data entry, data cleaning, generation of reports) and thus the research intern should expect to wrangle a considerable amount of paperwork. Interns are also given the opportunity to work with researchers from collaborating agencies such as UCSF's Center for AIDS Prevention Studies and the San Francisco Department of Public Health. Research interns leave AHP with a solid background in HIV, the skills necessary to perform standard research procedures, and an appreciation for field of public health.

Training and Publications Programs

The UCSF AIDS Health Project's Training and Publications Programs are looking for an intern to become an integral part of a dynamic group of trainers, editors and administrators. The intern will have an opportunity to assist in the development, design, production, and delivery of HIV-related trainings to mental health, public health and HIV service providers throughout the state of California. The intern will also have an opportunity to assist in the research, proofreading and production of publications for test counselors. The Training and Publication Programs is composed of a dedicated team of health educators and social workers, who are committed to making an impact on the lives of people living with HIV and those at risk, by educating, training, and supporting HIV-care providers in their work.

JOB DESCRIPTION: The Training and Publications intern will have the possibility of assisting in a variety of ways depending on the skills and interests of the incumbent. The intern will assist administrators in preparation for trainings, including organizing materials, contacting participants, procuring training sites, and data entry of registration and evaluation data. The intern may also research current information regarding HIV-related statistics, psychosocial issues, and current trends in HIV prevention and treatment. The intern will also have the opportunity to attend HIV trainings to observe the training process and to become a certified HIV test counselor conducting single session counseling one evening per week. If appropriate, the intern will have the opportunity to learn interactive training techniques and deliver training modules under the guidance of the program's trainers.

Development Department

The Development Department designs and implements all the fundraising and donor cultivation events annually, in addition to our premier event—Art for AIDS. The department coordinates event production, solicitation of corporate and individual sponsors, public relations, and volunteer activities. We maximize event fundraising potential by securing the donation of goods and services for free, when possible. Our team represents the best interests of AHP, enhancing our “good name” built upon the quality of our services, and developing events that reflect our identity and image.

JOB DESCRIPTION: The development intern will support the Development Team in the production of all events and campaigns. The intern will participate in all planning meetings as well as in the development of all solicitation campaigns. This includes developing budgets for all aspects of a campaign, overseeing the campaign calendar of events and working on the preparation and printing of campaign materials. The intern will learn how to communicate with members of the media and work on special public events. In addition, the intern develops and maintains a database of various categories of donors, including major corporate donors, individual funders and artists. The intern is responsible for communicating with donors and artists, generating acknowledgements, plus recruiting, organizing and managing volunteers who help at events. This position also requires candidates to have a valid drivers license and be able to lift at least 30lbs.

Other Opportunities at the AIDS Health Project

In addition to working directly with one or more units, all interns will help with the logistical support needed to maintain the basic functioning of the agency. Interns will assist with the production and dissemination of forms, flyers, notices, and manuals and will assist with data compilation for monthly statistical reports. Interns will order supplies needed by staff, and maintain operational function of the AHP Services Center. Interns provide the necessary support to ensure the building is safe, comfortable, and attractive for clients and staff. By providing the necessary support to the agency, interns will come to understand what is involved in running a successful non-profit agency. Interns, if scheduling and workload permit, will have the opportunity to participate in the Volunteer Group Facilitator Training and HIV Counseling and Testing training to further enhance knowledge and experience of working as a mental health professional.

Volunteer Opportunities at AHP

In addition to their internship assignments, some interns choose to contribute time as volunteers with other AHP programs.

While the HCAT interns are required to serve as HIV Test Counselors and to participate in the HIV counseling and testing state certification program, interns from other units are encouraged to volunteer as HIV Test Counselors. After successful completion of the HIV Counseling and Testing Basic I and II trainings, and a period of observing counselors at AHP sites, and role-playing in weekly training sessions, interns receive their certification and can serve as volunteer counselors with AHP or other AIDS service organizations.

The Development and Publications Units also use the services of volunteers.

Application Procedure

The UCSF AIDS Health Project recruits interns from public and private colleges and universities throughout the United States and Canada each year. Internships are competitive. Roughly 12 percent of our applicant pool is selected.

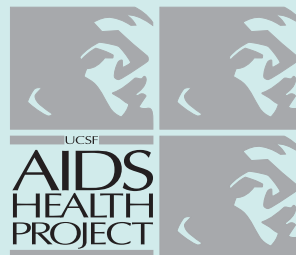
To apply, simply visit our web site at www.ucsf-ahp.org for application instructions and procedures. Answer the following two questions in no more than 200 words each:

- (1) Why do you want to participate in the AHP Post-Baccalaureate Internship Program?
- (2) How will the internship aid you in accomplishing your future goals?

Internships begin in July and last for one year.

Applications must be received by March 1st of the internship year.

For additional information about the AIDS Health Project, visit our web site www.ucsf-ahp.org or send inquiries to ahp_admin_intern@ucsf.edu



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