

UNIVERSITY OF CALIFORNIA, SAN FRANCISCO
AIDS HEALTH PROJECT

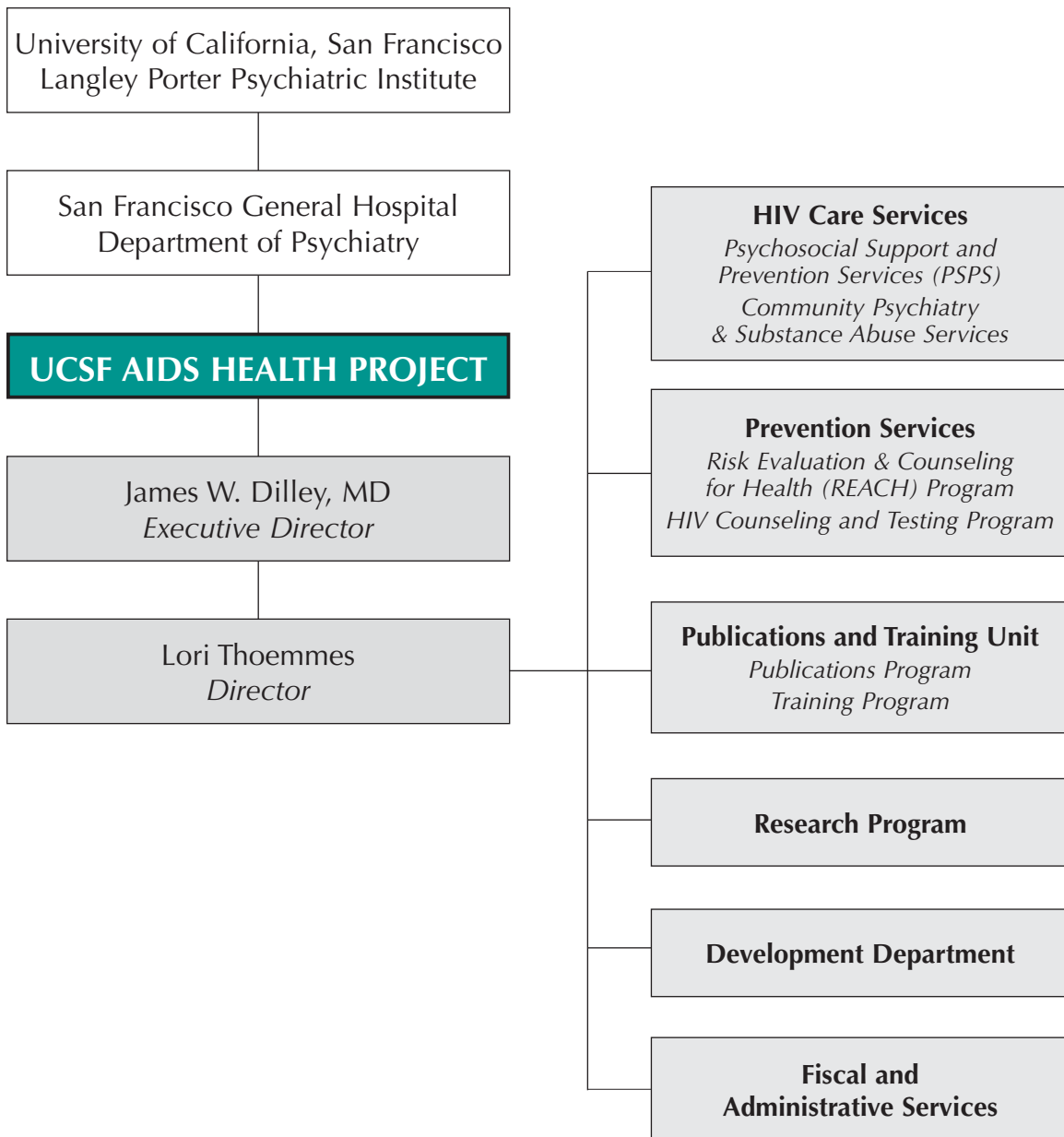


INTERNSHIP PROGRAM

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, 24 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 Program (PSPS), and the Community Psychiatry and Substance Abuse Services Program. The Executive Workgroup, Fiscal and Administrative Services, the Publications and Training Unit, the Research Unit, the Development Unit and the HIV Counseling and Testing Program 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 fundraising 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 monthly mailing of agency publications 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.*

HIV Counseling and Testing Program

The HIV Counseling and Testing Program (HCAT) is a group of approximately 55 staff and volunteers who provide on-going HIV education, risk assessment and test results disclosure counseling, and referrals to clients at permanent and mobile test sites throughout San Francisco. HCAT is at the front lines of the epidemic, helping HIV-negative individuals understand and reduce their risks and helping those who test HIV-positive to connect with services which can help them develop strategies to cope with their status.

JOB DESCRIPTION: The interns working with this unit have some of the closest contact with the agency's clientele. They field calls from individuals wanting to make an appointment to take an HIV test or needing basic information about HIV. They also meet clients face to face at AHP test sites throughout San Francisco. Before they can participate as HIV Test Counselors with the agency, interns attend two extensive training sessions conducted by AHP's Training Unit. Following their successful completion of the training, interns are awarded California State Certification in HIV Counseling and Testing. HCAT interns record client data in a database, which is shared with the San Francisco Department of Public Health. The ability to do accurate data entry is a primary requirement of this position.

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 three publications for test counselors. The Training and Publication Programs are composed of a dedicated team of health educators, social workers, and therapists 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.

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 (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 and Substance Abuse Services (CPSAS)

CPSAS providers work in conjunction with PSS to offer psychiatric care for our HIV positive clients where appropriate. 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 CPSAS team manages client psychiatric crises in the services center and in the community. In addition, they offer consultation and training for other providers in the community. The CPSAS 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 being HIV positive. 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.

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 building. 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 building itself. 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.

Interns may also choose to volunteer with the PSS or REACH volunteer facilitator programs and attend a two-day Support Group Facilitator Training. Upon successful completion of the training, interns will be qualified to serve as facilitators for AHP or other support group programs. These trainings are designed to educate volunteer facilitators from AIDS service organizations throughout the city.

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, Canada, and Europe each year. Internships are competitive. Roughly 12 percent of our applicant pool is selected.

To apply, simply submit the attached application form, a resume, and 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.

(Early application is encouraged.)

For additional information about the AIDS Health Project, visit our web site www.ucsf-ahp.org or contact the Staffing Coordinator:

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