



Department of Behavioral Health
Workforce Education and Training

Employee Educational Internship Program (EEIP)

Revised November 2020

Program history

- The Employee Internship Program began as the **Master of Social Work (MSW) Assist Program**, which was created and approved by the Board of Supervisors in 1995.
- The program ended in 2003 due to budget cuts.
- The Mental Health Service Act (MHSA) Workforce Education and Training (WET) Plan was approved in October 2008.
- Marriage and Family Therapy (MFT) was added to the program as a career path option in 2008.
- The revised **Employee Education Internship Program (EEIP)** was approved by the Board of Supervisors on February 3, 2009 and the program was reinstated to include MSW and MFT internships.
- In May 2015, DBH added Bachelor of Social Work (BSW) as a career path option in the Employee Educational Internship program.

About the program

- The goal of the EEIP is to build a skilled workforce that is better equipped to serve the community and offer quality services to consumers.
- DBH offers regular status employees who are pursuing a **BSW**, **MSW**, or **MFT** degree the opportunity to participate in a field placement (internship) within the department while working full-time for DBH.
- Upon acceptance into the internship program, employees agree to continue employment with DBH upon graduation for one calendar year per year of internship completed at DBH.
- DBH staff enrolled in an eligible academic program are encouraged to apply. Program approval includes a competitive screening and approval process.
- The program requires participants to meet certain criteria on a continuous basis to maintain eligibility for the program.

- Employees who already hold a Master's degree in a behavioral health discipline are not eligible for the internship program.
- The number of qualified applicants selected is subject to availability of funds, appropriate placement sites, and qualified supervisors each year.
- Program approval is based on a competitive screening process that includes:
 - Satisfactory work performance
 - Educational and career goals
 - Supervisor, Manager, and Deputy Director approval
 - Interview with the Selection Committee, headed by the Intern Program Supervisor
- Final approval is at the discretion of the Director of DBH and is not subject to review or appeal.

All applicants must:

- Be a current DBH employee in a regular, full-time position in DBH for a minimum of one (1) year past the initial probationary period at time of application. If recently promoted within DBH, the probationary period for the current position must be completed by orientation date.
- Provide most recent Work Performance Evaluation confirming that employee was rated “Meets Job Standards” or “Exceeds Job Standards”. Employee must also currently be meeting job expectations.
- Provide three professional letters of reference. At least one reference must be from a current or former supervisor. Each letter must be dated within the past twelve (12) months.
- Submit a Statement of Educational and Career Goals with the application.
- Have approval from employee’s Program Supervisor, Program Manager II, Deputy Director, Selection Committee/Intern Program Supervisor, and Director of Behavioral Health. Approval is verified by the signatures of each on the program application.

All applicants must:

- Be enrolled in an approved program at a local college or university that either has an existing standard contract with DBH or the willingness to enter into one. Schools must be willing to allow employees to complete the field placement in the same agency as employment.
- Provide confirmation that field placement is required by their university for the year in which assistance is being requested.

If the school determines that the employee should leave their academic program for any reason, DBH will terminate eligibility. There is no right to review or appeal; the Director's decision is final.

NOTE: Employee practicum/trainee internship placements can not be in the same program in which they are employed.

- The employee must maintain satisfactory work performance in both their regular position and their internship placement while attending school.
- DBH may terminate eligibility if the employee's work, internship, or academic performance is unsatisfactory. There is no right to review or appeal; the Director's decision is final.
- Employees can not receive reimbursement for a paid internship for the same period the regular salary is paid (ex: Mental Health Stipend).
- Although participation in the Intern Program is taken into consideration during the application process, participation is not a guarantee of promotion upon completion of the program.

Placements are throughout DBH and may include, but are not limited to, the following programs:

Clinical (Micro):

- Outpatient Clinics
- Adult Forensics
- Juvenile Justice
- Substance Use Disorder and Recovery Services (SUDRS)

SW Only:

- Crisis Response Programs
- Homeless Support Services
- Recovery Based Engagement Support Team (RBEST)

Non-Clinical (Macro):

- Patients' Rights
- Integrated Health
- Consumer Clubhouses
- Administration
- Research & Evaluation
- Quality Management
- Workforce Education and Training
- Prevention and Early Intervention

- The BSW or MSW program must be accredited by the Council on Social Work Education (CSWE).
- The placement will be part of the DBH employee's 40 hour work week. Additional field hours required during work time will necessitate the use of accrued leave time.
- **BSW Placement (one year maximum):** Allows 16 hours per week to participate in approved field placements, and can not exceed 480 hours per academic year.
- **MSW First Year Placement:** Allows 16 hours per week to participate in approved field placements, and can not exceed 480 hours per academic year.
- **MSW Second Year Placement:** Allows 20 hours per week to participate in approved field placements, and can not exceed 1,000 hours per academic year.

Qualifying for Second Year Placement

- First year MSW employee interns who are successful in maintaining grades and Work Performance Evaluation (WPE) standards may qualify to complete a second year of the EEIP:
 - Employee must submit a qualifying, updated WPE to the Intern Program Supervisor for review.
 - Intern Program Supervisor will determine eligibility for a second year, in consultation with employee's current field instructor and job site supervisor, and submit a recommendation to the Director's office.
 - Final approval for a second term will come from the Director of DBH with a new contract signed for the academic/internship year.

- **BSW and MSW Applicants**

- To verify if an BSW or MSW program is accredited by the Council on Social Work Education (CSWE), go to:

<https://www.cswe.org/Accreditation/Directory-of-Accredited-Programs.aspx>

- Applicants must be enrolled in an MFT, psychology or counseling psychology program approved by the Board of Behavioral Sciences (BBS).
- Applicants must have a Bachelor of Arts or Bachelor of Science degree.
- MFT applicants must have completed a minimum of 12 semester or 18 quarter units in a qualifying degree program.
- **Placement:** DBH employees will be allowed twenty (20) hours per week to participate in an approved field placement. Placement requirements are not to exceed 1,000 hours per academic year. The placement hours will be included within the DBH Employees' 40-hour work week. Additional field hours required during work time will necessitate use of approved leave time. Placements are limited to one year.

- **MFT Applicants**
 - To verify if an MFT Program is approved by the Board of Behavioral Science (BBS) Examiners, go to:

<https://www.bbs.ca.gov/applicants/lmft.html>

- In the program, participants work their regular 40 hour work week, less the hours scheduled for their internship, not to exceed the number of hours specified in the program regulations according to their program choice and placement year.
- Class and study time are not included in calculating the 40 hour work week and must be completed outside of work hours.
- Intern schedules occur within traditional business days and hours, Mon. through Fri., 8 a.m. to 5 p.m.
- Group Supervision is a required part of each Intern Program.
 - BSW: Every other Tuesday, 3 - 5 p.m.
 - MSW: Wednesdays, 3 - 5 p.m.
 - MFT: Tuesdays, 8 -10 a.m.
- Employees might not be able to maintain a Flex schedule during their internship year; however, final decision on is made by employee's regular work site supervisor, provided that internship hours meet the above criteria.

- The application period will be announced via web blast from WET to include a deadline for receipt of all application packets including all required signatures and supporting documentation.
- Application packets must be submitted to the Intern Program **by the deadline** with all required signatures and documentation:
 - Application form, with signatures: Applicant, Supervisor, PMII, DD
 - Verification of acceptance into an approved program at a college or university
 - Most recent Work Performance Evaluation
 - Statement of Educational and Career Goals
 - Three Professional Letters of Reference
 - Proof of bilingual qualification, if applicable
- Applicant must provide confirmation that field placement is required by their university for the year in which assistance is being requested.
- Application packets that are received as incomplete or beyond the deadline will not be processed.

EEIP – Application and selection process

- At the time your application packet is forwarded for Deputy Director signature, a confirmation email must be sent to: DBH-InternPrograms@dbh.sbcounty.gov.
- Completed applications will be reviewed by the Intern Program Supervisor.
- Candidates who successfully complete the application and review process will be contacted to schedule an interview.
- Upon completion of the interview, the Intern Program Supervisor will determine which applicants are selected to recommend to the Director for final review and approval.
- Final approval will come from the Director of DBH.

- The next application cycle will open in December 2020.
- Applications are due no later than January 29, 2021 by 5 p.m.
- A link to the application will be included in a future web blast announcing the opening of the next application cycle.
- Applications can also be obtained on:
 - The DBH Internship Program's website @ <http://wp.sbcounty.gov/dbh/careers/internships/>
 - By emailing DBH-InternPrograms@dbh.sbcounty.gov
 - By phone at (909) 252-4017



Please send all questions to
DBH-InternPrograms@dbh.sbcounty.gov
or call (909) 252-4017