

**Pastoral Counseling Services, Inc.**

***Counseling • Education • Consultation***

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*Satellite Offices in Bedford, Nashua & Portsmouth*

**David B. Reynolds, D.Min.**

Licensed Pastoral Psychotherapist

Center Director

**Calvin R. Genzel, Ph.D.**

Licensed Psychologist

Director of Clinical Services

**Lee Dieter**

Director of Administration/Finance

**Breanna Smith**

Administrative Assistant

**Douglas B. Stephens, Ed D.**

Licensed Clinical Social Worker

Training Coordinator

**Mark A. Baddeley, M.A.**

Licensed Clinical Mental Health Counselor

**Emily B. Geoghegan, Ph.D.**

Licensed Psychologist

**Lois E. Goss, M.A., M.S.W.**

Licensed Clinical Social Worker

**Cynthia Hogan, M.S.W.**

Licensed Clinical Social Worker

**Lisa D Jobin, M.A.**

Licensed Clinical Mental Health Counselor & National Certified Counselor

**Patricia A. Ketzler, M.Div.**

Licensed Pastoral Psychotherapist

**Carol Knieriem, M.S.W.**

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**Mary E. Koon, R.N., M.ED.**

Master Licensed Alcohol & Drug Counselor

**John J. O’Donnell, D.Min.**

Licensed Pastoral Psychotherapist

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**Audrey A. Watjen, M.S.W.**

Licensed Clinical Social Worker

**P. Mark Watts, D.Min.**

Licensed Pastoral Psychotherapist

**Mary Yost, M.A.**

Master Licensed Alcohol & Drug Counselor

**Kathy Youkstetter, M.A.**

Licensed Clinical Mental Health Counselor

**Marcia Burns**

Event Planner

 **TRAINING PROGRAM PROCEDURES AND POLICIES**

The Training Program has two tracks: graduate student internship and postgraduate residency. While all student interns working at PCS are expected to comply with Center policy guidelines for professional behavior with clients and colleagues, interns are ultimately accountable to their respective graduate school institutions. Postgraduate Residents in Psychotherapy are temporary employees of PCS and are fully covered by the Center’s manuals for agency practice and privileges as employees.

Intern and Resident applicants go through a two-stage interview process before selection. The second interview is with both the Training Coordinator and the Clinical Director. Successful applicants meet all the interview criteria from both interviews- self awareness, learning from studies, experience, maturity and poise, and responsiveness to interviewers.

In addition to the Center standards outlined in the PCS manuals, the following are items specific to the operation of the training program and its student employees:

*General Orientation*

Each trainee must participate in the introduction and orientation process for PCS. This is usually performed by members of the Center’s Management Team.

*Supervision*

Each postgraduate resident and intern will have a primary clinical supervisor to whom s/he is responsible for all training program activities. New client cases assigned to a trainee, whether intern or resident, will be done through collaboration of the PCS Clinical Director and the primary supervisor.

Clinical instruction and group supervision may be provided by training program faculty in addition to the primary supervisor.

Each trainee will receive a minimum of one hour individual supervision and one hour group supervision weekly. Trainees are also expected to participate in all case conferences and medical consultations.

*General Expectations*

Trainees are expected to meet the standards of their discipline’s Code of Ethics regarding all professional behavior.

Trainees’ schedule should be fully available to the office staff, as well as established each week with his/her supervisor.

Clients can only be seen for clinical counseling when at least one other senior PCS staff is on the premises and available for emergency consultation.

While there is no dress code at PCS, it is expected that the trainee will dress with discretion.

*Confidentiality*

All information regarding clients, written or verbal, must be kept in complete confidence. Sharing of client information outside of PCS should never be done without a release of information to the specific party on file at PCS.

All State of New Hampshire laws about reporting of abuse and neglect fully apply in the work of the trainee. The primary supervisor should be the first to consult before making a report. In the case of s/he not being available the PCS Clinical Director is the accountable person.

*Termination:*

 As an employee of PCS, Inc. postgraduate residents are at-will employees, which allows that either party may determine, without stated cause, that the employment should cease. It is expected that either PCS, Inc. or the postgraduate resident will usually be given at least two weeks notice. Otherwise, all postgraduate residents are in employ for twelve months, with a second full year available if both parties so deem.