

NANAIMO FAMILY LIFE ASSOCIATION



PRACTICUM PLACEMENT APPLICATION & ORIENTATION PACKAGE

Office Hours
10:00 a.m. – 3:00 p.m.
Monday to Thursday

Volunteer Counselling Sessions are available outside regular office hours.

Nanaimo Family Life Association (NFLA) offers unpaid practicum opportunities to master's level students in counselling and clinical psychology programs. The experience is designed to enable students to continue to develop their counselling skills, interests, and professional identities.

Agency Information

Since 1967, NFLA has positively impacted over 70,000 people in the Nanaimo Community by providing programs and services that support people in achieving their full potential through all stages of life.

NFLA is a passionate, dynamic, and inclusive community-oriented organization that delivers interconnected personal and professional growth services responsive to the needs of the community.

Values

NFLA is a radically passionate organization that delivers creative and innovative opportunities to the community, families, and individuals through intra-connective activities, training, counselling, and personal/professional development.

- We are open-minded, accepting, inclusive, affordable, resilient, and accountable.
- We believe in innovation and visionary leadership, and we thrive in a dynamic, passionate, caring, community-based setting.
- We are a safe space.

Vision

- A central resource that provides accessible, family-centred services, practically responding to current community needs and helping people to navigate the social service system.
- Skilled professionals and volunteers provide a range of preventative and intervention services through fee-for-service and voluntary programs.
- We maintain effective partnerships with other community organizations and are respected as leaders in providing professional development, research, training and mentorship.
- NFLA is a fiscally responsible organization with a balance between social goals and financial sustainability.

Opportunities

- Participate in NFLA Counsellor Training
- Work one-on-one with adults, youth (13-19) and couples
- Supervision from the NFLA Counselling Coordinator and external clinical supervision meetings
- Facilitation of workshops, counselling groups, etc.
- Being part of the intake process
- Being part of community events and promotions
- Monthly Collective Learning Opportunities

- Couples Counselling Training series

Our Expectations

- Enrollment in a master's level counselling or clinical psychology program
- Attainment of an academic supervisor outside of NFLA
- Mastery of basic counselling skills
- Commitment to ongoing learning
- Maintaining ethical and professional standards as established by the British Columbia Association of Clinical Counsellors (BCACC)
- Adhering to the standards and policies of NFLA

Please note: Preference for practicum placements will be influenced by commitment to attending the NFLA Counsellor Training.

Training Information

We have been delivering quality counselling to the Nanaimo community since 1967. United Way, gaming revenue, fundraising efforts, and fees for counselling services fund the program.

We provide accessible and affordable individual and relationship counselling to clients aged 13 and older. Clients often face core life challenges that vary in complexity and intensity. We address a wide range of issues, such as relationship struggles, communication skills, self-esteem, boundaries, anger and conflict, grief and loss, emotional and health concerns, stress, and more. Our goal is to support clients in finding their own solutions and discovering ways to make positive changes. Fees are charged based on family income, ranging from \$20 to \$80 per session. Nonetheless, no one is refused service due to financial hardship.

This training does not provide trainees with formal credentials as professional counsellors. However, it equips them with the skills to deliver high-quality service to our clients and be valued within the Nanaimo community.

At NFLA, counsellors provide affordable, accessible counselling to those who cannot afford private practitioners and those who do not qualify for services from other programs. Volunteers provide all counselling services.

What is the training like?

You will meet as a group of approximately 12 trainees. The training will include components for personal growth and skill development.

Throughout the training, we will concentrate on personal growth, self-awareness, empathy, and effective communication skills. A variety of issues will be examined, and you will have the chance to clarify your personal values, beliefs, and biases. You will also get the opportunity to practice counselling skills in pod groups, and you will meet with the coordinator throughout the training for feedback. The counselling skills training will be grounded in a client-centred, solution-focused, and family systems approach.

The Volunteer Counsellor Training course is priced at \$2,750.00 per person. Practicum students are exempt from payment.

What stops people from volunteering for the practicum program?

This program requires commitment. If you have plans that might hinder your ability to meet this commitment, or due to other reasons, you may be unable to commit to 26 sessions of intensive group training, you may opt not to apply.

What will I have at the end of the training?

We hope you can express what others have shared:

- “It has been a remarkable life-changing experience.”
- “I have come away with a deeper sense of self and enhanced my relationships.”
- “I have a better ability to be present with clients in a way that helps and empowers.”

On what basis do you select trainees?

We select a diverse group of individuals of various ages, occupations, and backgrounds. It is essential that you remain dedicated to your personal growth and continuous learning. We seek individuals who can convey warmth, support, and empathy. We also value our ability to connect with you as self-aware, compassionate people – the kind of experience we aim to provide for our clients.

The training program and the counselling are challenging, but the rewards are great. We appreciate your interest and your willingness to join the important volunteer community of Nanaimo.

Counsellor Job Description

Practicum counsellors report to the Program Coordinator. Counsellors help clients identify, understand, and address personal, family, and community issues by setting realistic goals. Counsellors offer one-on-one counselling for adults, youth and couples. They provide service hours according to their availability, including evenings and weekends.

Duties

1. Responsible for completing intakes with prospective clients within a 24-48-hour period.
2. Providing scheduled counselling hours to clients, employing a trauma-informed, client-centred, solution-focused, and family systems approach.
3. Contact clients, schedule appointments, collect required signed forms, and document session notes.
4. Keeps records of assigned clients until their files are closed. Ensure client files remain secure and confidential in accordance with program policy.
5. Records all client information in the database.
6. Collects fees for sessions and issues receipts for cash payments.
7. Notify the coordinator via email when they need clients.
8. Listens to voicemail messages and reads email messages daily.
9. Responsible for staying informed about updates in policies and procedures.
10. Regularly participates in support and supervision sessions.
11. Follows NFLA client confidentiality and protocols. Report all critical incidents to the Program Coordinator.
12. Fosters self-interest in development within the counselling field.
13. Participates in the evaluation of program effectiveness.

Attributes of an Effective Counsellor

1. The counsellor recognizes that the fundamental motivation of individuals is towards self-fulfillment, and that the benefit of counselling is to participate in that journey.
2. The counsellor exhibits stability in their personal life, which positively influences career, family, and community security.
3. The counsellor demonstrates a willingness to engage in personal growth actively. Their ability to help another person grow depends on their openness, readiness to change, and understanding that personal development is an ongoing journey.
4. The counsellor's goal is to accept people as they are and understand that each individual has their own values and beliefs.
5. The counsellor can connect with people from various ethnic, socioeconomic,

educational, or cultural backgrounds.

6. A sense of authenticity exists in the counsellor, which means the ability to be truly oneself with others.
7. The counsellor can understand and express empathy to others.

Program Responsibilities

The program will offer approximately 180+ hours of training. Ongoing regular assessments of the counsellor's progress and training will be conducted. Knowledge, experience, and skills will be taught, demonstrated, developed, and jointly assessed in the following areas:

1. Boundary-setting and maintenance skills.
2. Knowledge of and comfort with diverse populations.
3. Ethical counselling guidelines.
4. Program policies and procedures.
5. Managing conflict and other stresses.
6. Maintaining respectful relationships.
7. Organizing counselling time commitments.
8. Counselling Skills: trauma-informed, client-centred, solution-focused, family systems perspective
9. Counselling development
10. Accessing support and supervision
11. Receiving feedback
12. Taking personal responsibility and a level of self-awareness

Trainee Responsibilities

The training program is experiential, and we find this the most effective way for trainees and potential NFLA counsellors to learn counselling skills, about themselves, and what they can contribute to the counselling relationship. Due to the experiential nature of the training, we aim to foster group cohesion and a sense of connection among trainees.

Note: Experiential education is a teaching philosophy that involves a dynamic process between a teacher and a student, integrating direct experiences with the learning environment and content.

As a result, we have outlined expectations for each trainee and applicant below. Please read the following statements. By signing, you agree to the requirements set out by NFLA.

1. I understand that all training dates and sessions are mandatory with no exceptions. I have reviewed all the dates and am committed to attending every session. If anything arises during the training that prevents my attendance, I understand that withdrawal from the training will be necessary.
2. I understand that all facilitators will observe me during the training to evaluate my readiness to work with counselling clients. Sometimes, a new trainee may be asked to undertake extra training or participate in personal counselling before being assigned to clients.
3. I understand there are recordings of two counselling sessions, each with my pod group, and that they will be given to the program's coordinator.
4. Applicants must complete a criminal record check before training begins, including a vulnerable sector check.
5. I will take on adult, youth and couple clients regularly to build my counselling skills. If I am unable to do so due to circumstances beyond my control, I will discuss this with the coordinator.
6. After training, counsellors must continually enhance their counselling skills by attending a minimum of three Peer Consultation Sessions or two Peer Consultation Sessions and one Collective Learning Opportunity each year.

I have reviewed all the information in the Counselling Training Package. I understand and agree to the terms of this commitment as outlined above.

Trainee

Date

NFLA Counsellor Training 2027 Schedule & Agenda

Session 1, March 6, Saturday, 9-4

Orientation, Foundational Practices & Unconscious Bias

Land Acknowledgement
Housekeeping, Grounding, Check-In, Pronouns, Agenda
About NFLA
Volunteering at NFLA
Confidentiality
Experiential Training,
Journalling
Effective Helpers
Relationship Building Skills
Unconscious Bias
Homework, Next Session, Check-Out

Session 2, March 7, Sunday, 9-4

Housekeeping, Grounding, Check-In, Agenda Unconscious Bias

Gender Identity and Sexual Orientation
Black Peoples, Indigenous Peoples, People of Colour (BIPOC)
Ableism, Disability, Mental Health, Neurodiversity
Homework, Next Session, Check-Out

Session 3, March 13, Saturday, 9-4

Basic Counselling Skills

Housekeeping, Grounding, Check-In, Agenda
Boundary Awareness

The Sore Spot Transference
Iceberg Metaphor and Self-Awareness
Basic Counselling Skills Review
Self-Criticism
Four Stages of Competence
Homework, Next Session, Check-Out

Session 4, March 14, Sunday, 9 – 4

Solution-Focused Brief Therapy

Housekeeping, Grounding, Check In, Agenda
Solution-Focused Brief Therapy
Pod Groups
Homework, Next Session, Check-Out

Session 5, March 20, Saturday, 9 – 4

Solution Focused Brief Therapy

Grounding, Check-In, Agenda
Solution-Focused Brief Therapy
Pod Groups
Homework, Next Session, Check-Out

Session 6, March 21, Sunday, 9-4

Pod Groups

Grounding, Check-In, Agenda
Pod Groups
Homework, Next Session, Check-Out

Session 7, April 3, Saturday, 9–4

Pod Groups

Grounding, Check-In, Agenda
Pod Groups
Homework, Next Session, Check-Out

Session 8, April 4, Sunday, 9 – 4

Family of Origin Foundations

Family of Origin Foundations
Pod Groups
Homework, Next Session, Check-Out

Session 9, April 10, Saturday, 9 – 4

Pod Groups

Housekeeping, Grounding, Check-In, Agenda
Being a “Client” in Training Sessions
Training Practice Evaluations
General Guide – Video Evaluation Goals
Pod Groups
Homework, Next Session, Check-Out

Session 10, April 11, Sunday, 9 – 4

Wounded Healer and Trauma-Informed Practice

Grounding, Check-In, Agenda
Wounded Healer guest speaker
Trauma, Trauma-Informed Approaches
Gender and Culture Connected to Trauma

4 Principles for Implementing Trauma-Informed Approaches

Trauma Response
Containment Exercises
Scaling Self-Awareness
Pod Groups
Homework, Next Session, Check-Out

Session 11, April 17, Saturday, 9 – 4

Trauma-Informed Practice

Grounding, Check-In, Agenda
Reframing
Trauma-Informed Practice
Motivational Interviewing
Motivational Interviewing merged with OARS
Skills and Strategies for Responding to
Disclosure Elicit-Provie-Elicit (EPE)
Peter Levine's Trauma Self-
Holding
Pod Groups
Homework, Tomorrow, Check-Out

Session 12, April 18, Sunday, 9 – 4

Indigenous Informed Practice

Grounding, Check-In, Agenda
Indigenous Informed Practice – guest speaker
Homework, Tomorrow, Check-Out

Session 13, April 24, Saturday, 9 – 4

Grief and Loss

Grounding, Check-In, Agenda
Grief & Loss: Introduction

Grief, Bereavement and Mourning Types of Grief

How long?

7 Stages of Grief

How to Counsel a Client Who is Dying

Grief Counselling Skills and Techniques

4 Grief Counselling Interventions

5 Effective Strategies for Grief Counselling

Pod Groups

Homework, Tomorrow, Check-Out

Session 14, April 25, Sunday, 9 – 4

Grief and Loss

Grounding, Check-In, Agenda

Counselling Modalities

Acceptance and Commitment Therapy (ACT) Values and Committed Action

Grief and Suicide Grief Meditation Exercise

SFBT and Grief

Pod Groups

Homework, Tomorrow, Check-Out

Session 15, May 8, Saturday, 9 – 4

Pod Groups

Grounding, Check-In, Agenda

Best Practices

Practical Tips

Pod Groups

Homework, Tomorrow, Check-Out

Session 16, May 9, Sunday, 9 – 4

Family of Origin & Family of Origin Foundations

Grounding, Check-In, Agenda

Family of Origin Foundations
Ecological Perspective Meaning of Behaviour
Self-Calming (Regulation) Strategies
Maturing Skills
Attunement to Improve Self-Regulation
Skills of the Counsellor to Promote Attunement
Core Beliefs
Negative Core Beliefs
Self-Esteem
Maintenance Kit Visualization
Building Relationship
Steps towards Change
Differentiation or Distinguishing Bias
Pod Groups
Homework, Tomorrow, Check-Out

Session 17, May 15, Saturday, 9 – 4

Family of Origin & Family of Origin Foundations

Grounding, Check-In, Agenda
Good Caregiver Messages
My Declaration of Self-Esteem
Family Emotional Systems Theory
Wise Mind Visualization
Autobiography in 5 Short Chapters
Character Styles
Suggestions for Reducing Character-Style Anxiety
The Development of the Core and Energetic Self
Pod Groups
Homework, Tomorrow, Check-Out

Session 18, May 16, Sunday, 9 – 4

Pod Groups

Grounding, Check-In,
Agenda
Pod Groups
Homework, Next Session, Check-Out

Session 19, May 29, Saturday, 9 – 4

Family of Origin & Family of Origin Foundation

Grounding, Check-In, Agenda
Family Dynamics and Genograms
Family Genogram Symbols
How to Create an Inclusive Genogram
Primary Scenario and Questions
The Bond: Abandonment Anxiety Attunement
Me and My Family
Family Roles
Identify Your Family's Cast of Characters
Learning about Self in Family
Exercise Attachment Styles
Integrated Body Psychotherapy
Adult Character Styles
Pod Groups
Homework, Tomorrow, Check-Out

Session 20, May 30, Sunday, 9 – 4

Shame Resilience & Suicide Prevention

Grounding, Check-In, Agenda
Boundaries
Communication Tools
The 12 Categories of Shame
Shame Resiliency
Shame Feedback Toolbox: Rumble Language
Understanding Shame
Recognizing Shame
Shame and Identity
The Big Picture
The Reality Check
Shame Resilience Model
Pod Groups
Homework, Tomorrow, Check-Out

Session 21, June 5, Saturday, 9 – 4

Shame Resilience & Suicide Prevention

Grounding, Check-In, Agenda
Suicidal Ideation
Assessment Youth
Older Adults
Language Matters
Prevention using GATE
NFLA's Suicide Safety Protocol
Risk Assessment and Critical incident
Pod Groups
Homework, Tomorrow, Check-Out

Session 22, June 6, Sunday, 9 – 4

Inner Child Work

Grounding, Check-In, Agenda
Inner Child & Healthy Relationships
The Child Within
Healing Trauma and Anxiety Through Conscious Breathing
Breathwork on the Nervous System
Pod Groups
Homework, Tomorrow, Check-Out

Session 23, June 12, Saturday, 9 -4

Shadow Work

Grounding, Check-In, Agenda
What is the Shadow?
How Shadow Work is Integrated into Therapy
Dialogue with Different Parts of the Self
Shadow and Counselling
Pod Groups
Homework, Tomorrow, Check-Out

Session 24, June 13, Sunday, 9 – 4

Fundamentals of IFS, Narrative, Positive Psychology

Grounding, Check-In, Agenda
What is IFS Therapy?
All Parts are Welcome
What is Narrative Psychology?
What is Positive Psychology?
Pod Groups
Homework, Tomorrow, Check-Out

Session 25, June 19, Saturday, 9 – 4

Violence and Abuse

Grounding, Check-In, Agenda
What is Rape Culture?
IPV and DV
Elder Abuse
Pod Groups
Homework, Tomorrow, Check-Out

Session 26, June 20, Sunday, 9 - 4

Last Day!

Grounding, Check-In, Agenda What's Next
Group Photo
Certificates
Potluck
Homework, Tomorrow, Check-Out

Please note: Content is subject to change as this is a living document.

NFLA Code of Conduct

The Tree of Life has been represented in various cultures, religions, mythologies and philosophies throughout the ages. It is a common symbol of the connectedness of all life on Earth. At NFLA, we believe this connection is essential to our survival as a human family and our evolution toward a kinder and more open society. Our Tree of Life represents our connection to all of our relations and to our ancestors (roots) and our descendants (branches). The many colours of our Tree of Life represent the diversity of our human family; diversity that accepts all people, all forms of love and all expressions of self as tremendous contributions to the whole of our community.

BELIEF STATEMENT: Healthy individual and family relationships are the heart of a strong and resilient community.

VISION STATEMENT: NFLA is a passionate, dynamic, and inclusive community-oriented organization that delivers interconnected personal and professional growth services responsive to the needs of the community at all stages of life.

We are open-minded, accepting, inclusive, affordable, accessible, resilient and accountable.

- *I strive to accept all people and include them in my evolution as a professional within this organization. I acknowledge my judgments and limitations, having been raised in a misogynistic, racist, ableist, ageist, heteronormative culture. I commit to owning my internalization of these and to not allowing these to lead me.*

We believe in innovation, visionary leadership, and we thrive in a dynamic, passionate, caring, community-based setting.

- *Leadership is for all of us, from client to senior management. I commit to contributing my vision, passion and compassion in this work, being an example to others to walk a path of authentic growth and service.*

We are a safe space,

- *My workplace should be a “soft place to fall” for me. I commit to ensuring it is a soft place for all. I commit to examining how I contribute to this deeply held value.*
- *I commit to being a resource for clients, volunteers, and colleagues in finding a solution-focused, compassionate resource in me when needed.*
- *When confronted with difficulties internal to my workplace, I commit to seeking out those change-makers to voice my concerns. A central resource that provides accessible, family-centred services, responding practically to current community needs and helping people navigate the social service system.*
- *As an integral part of this central resource, I commit to maintaining a level of professionalism that sees me honouring the needs of all – within and outside of the*

organization – and when I am unable to meet these needs, I commit to helping seek them out where possible.

Skilled professionals and volunteers provide a range of preventative and intervention services through fee-for-service and voluntary programs.

- *My skills are honoured when I invest in honing them in service to the work I put my hands to. I commit to asking for help, training and insight when I am faced with a challenge that threatens to impede my progress.*

We maintain effective partnerships with other community organizations and are leaders in providing professional development, research, training and mentoring.

- *I honour the work of others in the community and provide positive feedback when that work shines through in service to myself, my clients and/or volunteers.*
- *I commit to speaking up when practices fall short or when I encounter systemic barriers that disallow growth and the meeting of essential needs.*

NFLA is a fiscally responsible organization with a balance between social goals and financial sustainability.

- *I commit to investing in my professional growth so that my goals can be realized.*
- *I commit to engaging in all training offered with a view to continuously improving in this work by approaching these opportunities with an open mind and heart.*

By signing this, I acknowledge that these statements are a process and that I commit to growing into them to the best that I am able. I acknowledge that the team that supports me is also committed to my growth and I to theirs and that these statements are reflective of our desire to be a grassroots organization committed to growth, justice and equity.

PRINT NAME

SIGNATURE

DATE

WITNESS

Your Contact Person

The Training and Program Development Coordinator of the Counselling Program will be your contact person during your practicum placement at the Nanaimo Family Life Association.

During your practicum placement at the Nanaimo Family Life Association, your contact person's role is to:

- Collaborate with you on your learning plan.
- Make sure you have opportunities to fulfill your goals in your learning plan.
- Connect you with program coordinators of other NFLA programs.
- Be part of the evaluation process.
- Support with any issues that arise during your practicum placement.

Please get in touch with Ardith Finnamore for an interview appointment.

Ardith Finnamore

a_finnamore@nflabc.org

250-754-3331 ext. 427

Personal Information

Please provide the following information

Name:

Address:

Home # _____ Work # _____

Email Address: _____

Department: _____

Academic Institute: _____

Academic Supervisor: _____

Phone Number of Academic Supervisor: _____

Department of Academic Supervisor: _____

Name of Academic Institution of Academic Supervisor: _____

NOTE: Successful applicants will be required to present a Criminal Records Clearance Letter stating that they are cleared to work with minors and members of vulnerable populations. The period covered must include the entire duration of the practicum.

TWO REFERENCES

1. Reference Name: _____

Phone #: _____ Email: _____

2. Reference Name: _____

Phone #: _____ Email: _____