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.Job Description: PTSD and Sleep Research Coordinator

The Stress and Health Research Program affiliated with UCSF and the San Francisco VA Medical Center (SFVAMC) is hiring a full time Research Coordinator to run a study on sleep and PTSD. This study aims to explore the role of REM sleep in memory consolidation in post-traumatic stress disorder using psychophysiology.

The Research Coordinator, under the supervision of the project Principal Investigator (PI), Dr. Anne Richards, will be responsible for the coordination and day-to-day implementation of the study. This study is funded by a 5-year grant and a 1.5 year time commitment is required. During all years of the study, the Research Coordinator will schedule and administer all screening and study visits in collaboration with the PI. He/she will coordinate with the study participant, SFVA sleep laboratory, and other research teams to schedule study visits. He/she will train in the administration of study procedures, including EEG hook-ups, fear-potentiated startle procedures, and computer-based cognitive testing in order to administer study visits. The study coordinator will also maintain essential research study documentation, facilitate and expedite clinical data collection, and participate in and confirm entry of various study data into the clinical database. In collaboration with the PI and the Stress and Health Research Program recruitment staff, he/she will be responsible for subject recruitment efforts. He/she will conduct telephone assessments to determine eligibility and maintain a subject-tracking database and in collaboration with the PI will coordinate the schedules of VA-employed research volunteers to assist with study procedures and recruitment efforts. The Research Coordinator will support the PI in preparation of reports to VA, UCSF IRB and other relevant regulatory bodies throughout the course of the study, as well as preparation of presentations and manuscripts for research meetings.

Most study procedures will occur on Fridays and Saturdays. A flexible schedule, including commitment to Saturday shifts, is required.

The ideal candidate will:

- Possess a BA/BS degree in psychology, pre-med or a related field
- Possess a minimum 1 year of prior research experience
- Possess strong interpersonal and oral communication skills
- Possess familiarity with diagnostic and therapeutic issues related to PTSD

Additionally:

- Prior experience in clinical settings is desirable
- Saturday availability (3 shifts per month) is required
- 1.5 year commitment is required

If interested, please contact Dr. Anne Richards and Samantha Hubachek at Anne.Richards@ucsf.edu and Samantha.Hubachek@va.gov.
Job Description: Women Veterans’ Health Research Coordinator

Investigators affiliated with UCSF and the San Francisco VA Medical Center (SFVAMC) are hiring a Research Coordinator to run studies on women’s health and mental health related to menopause and aging. The goals of this study are to describe midlife women Veterans’ experience of menopause symptoms and mental health; to examine patient and provider preferences, experiences, and current practices seeking and receiving care related to menopause in the VA; and to develop a mobile app focused on collaborative self-management of menopause symptoms to increase access to gender-sensitive care in VA settings.

The Research Coordinator, under the supervision of the project Principal Investigator (PI), Dr. Carolyn Gibson, will be responsible for the coordination and day-to-day implementation of this study. This study is funded by a 5-year grant. A 1-year minimum time commitment is required, though a 2-year commitment would be preferred.

The Research Coordinator will play a major role in start-up procedures, including supporting the PI in preparing and submitting IRB-related documentation to UCSF and VA; preparing study-related forms, survey materials, and a protocol manual; working with the database team to prepare a study database and participant tracking system; developing recruitment materials; and organizing and conducting survey mailings for primary data collection. Activities in the first year and after may also include scheduling telephone and in-person participant interviews and study visits, conducting literature reviews, helping to facilitate focus groups comprised of midlife women Veterans, and assisting in the preliminary development of a mobile health application. The Research Coordinator will also maintain essential research study documentation, facilitate and expedite clinical data collection, determine eligibility and maintain a subject-tracking database, and participate in and confirm entry of various study data into a clinical database. The Research Coordinator will support the PI in preparation of reports to VA, UCSF IRB and other relevant regulatory bodies throughout the course of the study, as well as preparation of manuscripts and presentations for research meetings.

The Research Coordinator position is 75-100% in Year 1 and 2, and 25% in Year 3; additional effort and time for the position may be available contingent on pending and future grants. The ideal candidate will:

- Possess a BA/BS degree in psychology, pre-med or a related field
- Possess a minimum 1 year of prior research experience
- Possess strong interpersonal, oral communication, and organizational skills

Additionally:
- Prior experience in clinical settings is desirable
- Interest in and/or familiarity with diagnostic and therapeutic issues related to women’s reproductive and mental health is preferred
Internship and Volunteering Opportunities: Week of July 2, 2018

- 1-year commitment is required, though a 2-year commitment is preferred.
If interested, please contact Dr. Carolyn Gibson at Carolyn.Gibson2@va.gov.

➢ Casa de Esperanza Hands of Hope Internship

Hands of Hope is Casa de Esperanza’s internship program which recruits recent college graduates and other highly qualified young adults, from throughout the United States. These interns have a desire to help abused, neglected and HIV positive children through work with our agency. This program brings together approximately 25 young adults annually to live and work with some of our society’s most vulnerable children. The Residential Program is the backbone of Casa de Esperanza, and at its core are the Hands of Hope Interns. Hands of Hope Interns commit one year to live and work with these vulnerable children in the Residential Program’s agency foster homes. Responsibilities include daily care of the children, household management, and the coordination of medical appointments and therapy sessions. The Hands of Hope Interns also work with caseworkers, psychological staff and community volunteers on a routine basis to ensure that the children in placement receive the highest quality of care.

Ensuring the safety of the children in placement and meeting their emotional and developmental needs are the primary responsibilities of the Hands of Hope Interns. There is only one reason a child ever comes to Casa de Esperanza – because they are not safe. Almost all children arrive having experienced trauma, neglect or chaos in their short lives. Their need for safety, stability and reassurance is immediate and often intense. The children require a great deal of time, energy and emotional resources from the house parents. For this reason, the Hands of Hope Interns participate in an extensive 2-week training program to enhance their abilities to meet the needs of the children. We strive to educate all interns on the importance of early intervention when working with emotionally and behaviorally challenged, and often medically fragile, children. The skills cultivated while participating in the Hands of Hope internship program are excellent life and work experiences for individuals pursuing careers in social work, medicine, psychology, education, public health, non-profit management, and social justice.

Qualifications
• At least 21 years old
• Willingness to make a one-year commitment
• College degree preferred
• Ability to establish and maintain positive relationships with others
• Flexibility and Patience
• Good general health, with a high energy level, and able to lift 35-40 pounds
• Valid U.S. Driver's License

A criminal history and background check of each Hands of Hope Intern will be completed prior to placement with the agency.
Responsibilities
• To care for the children placed in your home
• To promote skills to develop healthy attachments
• To participate as a team member in implementing the children's Plan of Service and therapeutic regime
• To complete household duties including, but not limited to: cooking, cleaning, laundry and maintaining the house, and vehicles
• To transport and participate in medical and therapy appointments
• To support the children's primary attachment to biological parents
• To complete all necessary paperwork in a timely manner
• To communicate regularly with supervisors regarding the welfare of the children
• To complete 20 hours of ongoing training on an annual basis
• To follow the policies of Casa de Esperanza at all times

Living Arrangements
Typically, four Hands of Hope Interns live in an agency foster home with four or five children under the age of six. One of the interns will be licensed as the foster parent. Together, the Hands of Hope Interns share responsibility for providing 24-hour care to the children in the home.

Compensation and Benefits
• Housing
• Monthly stipend of $600/month
• Health Insurance
• Life Insurance
• Two weeks paid vacation per year
• Successful Completion of Internship Award

Application Instructions
Applicants may submit their application here or contact Jordan Chismar at 713-818-0130 or the main office number at 713-529-0639.

Project Access/ UC Berkeley Volunteers

About Project Access:

Project Access provides free, confidential, online and comprehensive mental health screening to adults in the San Francisco Bay Area with mental health concerns and helps them to find treatment providers, learn more about common mental health conditions that may be affecting them, and connect with members of the community who are going through similar experiences.
Internship and Volunteering Opportunities: Week of July 2, 2018

We are seeking volunteer(s) to assist with validating our doctor database. Project Access is completely volunteer run. Our Medical Professionals would offer to provide supervision to UC Berkeley volunteers about clinical care navigation in the mental health system.

Information being collected and validated would be done electronically or by phone and consist of – areas of expertise, treatment modalities, insurance providers accepted, etc.

For more information, please email our volunteer coordinating efforts Preston Zorner at preston@sfprojectaccess.com with Project Access in the subject line.

We look forward to hearing from you!

➢ Standardized Patient Opportunity in PTSD Research Study

We are looking to hire psychology students to be standardized patients in a PTSD research study at the San Francisco VA Medical Center. Standardized Patient hires will be trained to act as veterans with PTSD during interviews with our research participants (Primary Care Providers). The position will begin with a 2.5 day training at the San Francisco VA Medical Center during the summer. During the subsequent year, the time commitment will be as need and likely occur during the lunch hour and evenings. The ideal candidate will be flexible and accommodating to the schedule of our research participants. Hires will be paid a modest hourly rate.

Please email Coleen Hill at coleen.hill@va.gov for more information.

➢ VITAS Healthcare

Dear Psychology Students,

I hope this email finds you well. My name is Tara Lahiji, and I am currently a Healthcare Administration Intern with VITAS Healthcare, specifically in their East Bay Program. As a recent CSUEB graduate and current M.S. Health Care Administration candidate, I definitely know the importance of work experience and resume building. Fortunately, VITAS has given me that opportunity, and I am extremely thankful to be here. As a result, I wanted to personally reach out UC Berkeley students to inform you of various internship and volunteer opportunities available. This is an excellent opportunity to gain experience towards your career goal, or to test whether or not this is your true professional calling. VITAS has hosted many UC Berkeley student internships in the past, and we would love to develop an even stronger partnership with UCB.

VITAS is one of the leading providers of hospice care in the country. As you may know, hospice work offers support and care for individuals living with a terminal illness, and support for their loved ones as well. Our interdisciplinary team includes physicians, nurses, home health aides,
chaplains, social workers, bereavement specialists, and the heart of hospice: volunteers and interns.

Volunteers and interns provide companionship and emotional sustenance, hold a hand, listen to life stories, offer respite to caregivers, read to patients, and/or play music for patients. Generally, they serve to add an extra dose of attention to people at the most intense time of their lives – when facing their own mortality. Additionally, volunteers and interns can provide administrative support and expertise in our offices.

VITAS Healthcare has hosted and mentored dozens of students over the years, including: MSW interns, Healthcare Administration interns, RN and LVN preceptorships and rotations, Sociology/Psychology/Pre-Med/Health Science majors, Massage/Music/Art Therapy majors, Child Life Specialists (our patients range in age from newborn to 100+), Human Resource Management Interns, Paw Pals (therapeutic pet visits), hair stylists, and more! Within the last seven years, we have hired at least 20 of our former interns based on their performance (including myself!).

If you are interested in working with VITAS through our potentially life changing volunteer and internship opportunities, please feel free to contact me at tara.lahiji1@vitas.com! I would be happy to answer any questions that you may have, and forward your information to our Volunteer Services Manager, Tami Blaj.

➢ Test Library Volunteer

**Volunteer Job Duties**

Test Librarian
Psychology Clinic, Clinical Science Program
One Volunteer needed at 9 hours per week
Location: Psychology Clinic (2121 Berkeley Way)
Phone: 510-642-2055 (Cynthia Baker-Smith)

We are seeking a volunteer assistant to help with day-to-day tasks in our psychology services clinic testing center. This provides a valuable learning opportunity in the tests used in applied psychological assessment, including socio-emotional, cognitive/neuropsychological and educational/learning evaluations.

**Library duties for the Psychology Clinic Test Library:**
Check in/out testing materials for graduate students conducting Psychological Assessments
Identify inventory needs
Keep the Library well-organized
Assist, as needed, graduate students with test scoring
Complete in-house training in ethical and confidentiality standards and security related to Protected Health Information
Photocopy, scan and file, as needed by Clinic staff

Requirements:
- Psychology undergraduate preferred
- Must have excellent organizational skills
- Professionalism
- Interpersonal skills
- Comfort working with spreadsheets
- Scheduling flexibility (preferred)
- Available at least 1-2 evenings per week (preferred)

➢ Tobacco Cessation Clinical Trial: Volunteer Opportunity

The Prochaska Lab with Stanford Prevention Research Center is looking for highly motivated student volunteers to assist with a smoking cessation clinical trial at the San Francisco Employment Development Department (located at 801 Turk St. in San Francisco) and the Marin Employment Connection (located at 120 North Redwood Drive in San Rafael).

Volunteer duties include outreach to study participants to schedule assessments, screening participants for eligibility and conducting follow-up assessments, participating in literature review, data coding and analysis, team meetings, and helping out with general office management.

Students will need their own transportation to the recruitment sites (either SF or Marin). Candidates should have a firm background in psychology (classwork, clinical and/or research experience) and should excel in working with people from a diversity of urban backgrounds. We are looking for volunteers who learn quickly, work autonomously, and are personable. We ask for a minimum of 6-8 hours per week for a 1 year commitment.

Please send your resume and a brief statement of purpose to tobaccotx@stanford.edu specifying your location preference.

Feel free to email or call 415-216-5853 with any questions.

➢ Research Intern Position—Available Now!

Dr. Aoife O’Donovan at the University of California, San Francisco (UCSF) and the San Francisco Veterans Affairs Medical Center (SFVAMC) is seeking applicants for volunteer
research assistants to work at the THRIVE Lab. The goal of THRIVE Lab is to uncover how traumatic psychological stress increases risk for physical and mental health problems.

The successful applicant will be working closely with psychologists, medical doctors, graduate students, medical students and other trainees in a dynamic and friendly environment. They will assist with running participants on a variety of projects investigating the effects of traumatic psychological stress on mental and physical health. Our new project, which is focused on uncovering how inflammation might affect the brain using functional magnetic resonance imaging and experimental methods, will give interns the opportunity to learn about sophisticated brain imaging and psychophysiological protocols. The scope of responsibilities may also include helping with the development of the study, managing computerized psychological tasks, literature review, data management and analysis, and manuscript preparation.

Past research experience is not required, but applicants must have a strong willingness to learn research methods and a passion for science and health. This is an ideal position for someone interested in learning more about clinical research, and may turn into a longer-term position for the right individual. We are looking for students with a high GPA, who can make a year long commitment to the lab working for at 2 full days a week (9AM-5PM). Applicants must be willing and able to travel to the SFVAMC. Individuals majoring in psychology, neuroscience, cell biology, immunology, computer science and engineering, as well as post-baccalaureate students and those who have completed a college degree are encouraged to apply.

➢ Apply to be a Cultural Peer Mentor, 7/27/18

Apply To be a Cultural Peer Mentor!

- Are you interested in making new friends from various countries?
- Are you eager to learn about different cultures and languages?
- Do you want to increase your leadership, event planning, and intercultural skills?

Who Are We?

The Cultural Peer Mentors (CPM’s) serve to provide guidance, resources, and support to visiting international students who are studying at UC Berkeley as part of the Berkeley International Study Program (BISP). We are here to assist BISP students to make successful cultural and academic transitions at UC Berkeley. We aim for Cal students and international students to develop awareness of other cultures and acquire intercultural competency through frequent interaction with each other. These skills are essential in an increasingly globalized economy and for working across differences.

Each semester, the Berkeley International Study Program (BISP) welcomes well over 200 international students from around the globe who come to study at UC Berkeley for 1-2 semesters, and the Cultural Peer Mentors are instrumental in assisting them with their transition!
In this program, you will:

1. Meet friends from diverse backgrounds and life experiences.
2. Share your passions and interests with BISP students by planning events for your own group of mentees.
3. Become an ambassador to visiting international students and show them what life in the U.S. is truly like, beyond what they see on TV.
4. Work with a dynamic team of Cultural Peer Mentors to develop your leadership, event planning, and intercultural skills!

Requirements:

- Be a current undergraduate student at UC Berkeley with at least one academic year of study remaining.
- Strong leadership skills and willing to take the initiative.
- Be empathetic, able to interact effectively and patiently with people from diverse cultural backgrounds and with different levels of English proficiency.
- Possess positive communication and teamwork skills.
- Plan at least 3 activities per semester for a group of ~40 mentees with your co-leader.
- Assist in planning and execution of 2-3 bigger events per semester for the mentees.

This is a year-long volunteer position with an event-planning budget.

If you are interested in becoming a Cultural Peer Mentor, please complete the online application here: [https://tinyurl.com/CPMApp2018](https://tinyurl.com/CPMApp2018)

Interviews will be held in person and via Skype throughout the summer.

**PRIORITY DEADLINE:** Saturday, June 30

**FINAL DEADLINE:** Friday, July 27

Please feel free to contact me via email ([bispinsoc@berkeley.edu](mailto:bispinsoc@berkeley.edu)) if you have any questions.