

Wellness, Support & Recovery Services



Colonial

Behavioral Health

Volunteers/Students/Interns



Colonial Behavioral Health (CBH) provide internship opportunities for students in the areas of Prevention, Child/Adolescent and Adult Outpatient, Emergency Services and Assertive Community Treatment (ACT).

CBH internships are unpaid.

Intern interviews are held throughout the year. You should apply at least 3-4 months prior to the start of your placement, whenever possible. Historically there are more applicants than available placements.

Due to the large volume of resumes we receive; we will only be able to contact those applicants who are being considered for an available spot to come in for a personal interview.

What to Expect as a CBH Intern

Support. You will be matched with departments/programs based on your specific area of interests. You will be assigned an on-site supervisor who has the credentials required by the school or credentialing board to provide qualified supervision (if applicable).

Professional experience. All student interns will become a part of a multidisciplinary treatment team at their placement site. Your time spent as an intern at CBH will be meaningful and relevant to your career field, which may lead to future employment.

Eligibility: To be considered for our internship opportunities, you must be a current student at an accredited college or university and be in good academic standing. The length of the internship varies depending on the college or university requirements.



If your program of study includes any of the following concentrations, you are highly encouraged to apply for a CBH internship:

- Substance abuse and mental health prevention and treatment.
- Human services and/or public health.

A vast majority of the CBH internship opportunities are ideal for students enrolled in graduate degree programs.

1. Review the eligibility requirements above. It is important to make certain that you satisfy the minimum requirements before you apply for an internship opportunity.
2. Verify with your school or program. You must be enrolled in a class requiring an internship or are completing a professional credential requiring an internship or residency. Confirm that your school/program has a contractual agreement in place with CBH.
3. Submit the application packet along with a cover letter, resume/CV and written academic program requirements for internship. Email your resume to HR@colonialbh.org.

CBH HR Department will review your application and contact you to discuss the next steps to joining our network of dedicated interns. Because of the volume of applications, we will only contact candidates who best match the needs of the program with an intern opening to come in for an interview.



Subject-	Administrative Services Personnel
Section 5	Management
Subsection 150	Use Of Volunteers/Students/Interns
Date of Issue	

The purpose of utilization of interns, practicum students and volunteers is to maintain, expand, improve and enhance Colonial Behavioral Health services through the involvement and incorporation of trained and supervised volunteers/practicum students/interns in service delivery. Volunteers/practicum students/interns are subject to the Personnel Policies of the Colonial Behavioral Health, where applicable, the Confidentiality Policy of the Colonial Behavioral Health, and the Policy on Client's Rights. The Colonial Behavioral Health will follow the following guidelines in the use of the volunteers within the Agency:

- 1) The Agency shall not be dependent upon the use of volunteers/students to ensure provision of basic services.
- 2) The selection of volunteers/students and their orientation, training, scheduling, supervision and evaluation shall be the responsibility of the designated staff members.
- 3) Responsibilities of volunteers/students shall be clearly defined.
- 4) All volunteers/students shall have qualifications appropriate to the services they render based on experience or orientation.
- 5) Volunteers/students shall be subject to all regulations governing treatment of personal information.
- 6) Volunteers/students shall be informed regarding their potential legal liabilities and their responsibilities for the protection of clients.

The Human Resources Department, in conjunction with Program Directors, coordinates departmental requests for volunteers/practicum students/interns, screen all applications, and makes referrals of applicant to departments.



The specific functions of each of the volunteers/students will be decided on an individual basis and stated in a Memorandum of Agreement between the student/volunteer/intern and the Colonial Behavioral Health.

1. Volunteer

- a) All volunteers seeking to work in the CBH will complete a Colonial Behavioral Health Application Form.
- b) This form will be reviewed by the Program Director, or his designee/ Human Resources Director and a personal interview will be conducted.
- c) Prior to the beginning of the volunteer services a Memorandum of Agreement will be completed and signed by the volunteer. This memorandum will address:
 1. Scope of services offered.
 2. The schedule for volunteer hours.
 3. The need for proper releases should access to medical records be indicated.
 4. Documentation of appropriate driving privileges and insurance, if appropriate.
 5. The staff person assigned to oversee the services of the volunteer.

2. Practicum Students and Interns

- a) All individuals assisting the Center as practicum students or interns will place on file with the Program Director/Human Resources Director a current copy of their vita and will complete a Colonial Behavioral Health Application. Contract/ Agreement between CBH and institution will be completed.
- b) Student participation in any CBH service must have prior approval from the Program Coordinator and/or Program Manager in which the services are provided. Specific services by a student within a program will be coordinated through the program coordinator and/or Program Manager.



- c) A liaison staff member from the educational facility requesting the student placement will be designated by the educational facility.
- d) Documentation of successful completion of the practicum or internship will be decided prior to placement and given to the student's supervisor at the Agency.
- e) An effort will be made to have supervision be of the same discipline as the student.
- f) The designated supervisor will interview said applicant prior to acceptance of the individual by the Center.
- g) Prior to the beginning of the practicum/internship a STUDENT CONTRACT will be completed and signed by the student and his/her supervisor.
This contract will address:
 - 1. Documentation of Institutional Liaison/Faculty advisor.
 - 2. Practicum/Internship schedule at Colonial Behavioral Health.
 - 3. Total number of hours required.
 - 4. Primary supervisor on-site.
 - 5. Scope of services/activities that the student will be involved in.
 - 6. Nature, frequency and format of on-site supervision to be provided.
 - 7. Documentation of need for any additional requirements of the students.
 - 8. Signatures of agreement of student and on-site supervisor.
- h) Prior to the beginning of the practicum or internship a MEMORANDUM OF AGREEMENT will be signed by the student binding him/her to the same guidelines of confidentiality as all staff is.



- i) At the end of placement the student will complete a Student Evaluation of the practicum/internship experience which will be kept in the student's file and the supervisor will complete an evaluation of the student's experience at Colonial Behavioral Health.

Rights and Responsibilities

Volunteers/Practicum Students/Interns are subject to the Personnel Policies of the Colonial Behavioral Health, where applicable, the Confidentiality Policy of the Colonial Behavioral Health and Policy on Client Rights.

1. Volunteers/Practicum Students/Interns will further:
 - a) Work in full cooperation with other public employees in promoting the public welfare.
 - b) Make decisions conscientiously in compliance with public law and policies of the Colonial Behavioral Health.
 - c) Be scrupulously honest in handling public funds and in the conservation of public property; never using any funds or property under their care for private benefit to themselves or others.
 - d) Refrain from disclosing confidential information concerning Colonial Behavioral Health.

2. Personnel File

The Colonial Behavioral Health shall maintain a file on all volunteers/practicum students working with the Agency. Access to, the dissemination of, and the purging of information shall be in accordance with the Record Retention Schedule. No personal information of any type contained within this file shall be disseminated to any individual organization/ institution not having regular access to this information. The release of information from the file requires that both the volunteer/practicum student/intern and requesting individual or agency complete and sign a Voluntary Release of Information Form.



3. Orientation

All new volunteers/practicum student/interns shall be provided with an orientation program to provide them with all the necessary information pertaining to the operation of the Colonial Behavioral Health. It will be the supervising departments' responsibility to insure that all new volunteers/practicum students/interns are scheduled for the orientation program with the Human Resources Office of the Colonial Behavioral Health. Orientation shall be within 10 working days of assignment to the Agency.

4. Open Door Guideline

The Open Door Guideline for Volunteers/Practicum Students/Interns is an informal policy which encourages two-way verbal communication between each individual and their supervisor through their chain of command. It is the volunteers/practicum students/interns responsibility to consult with their immediate supervisor on any problem which affects their ability to attend work and perform their job satisfactorily. Whether this discussion may be in reference to a personal or professional problem, it is hoped that better communications between the volunteer/practicum student/intern and the supervisor will exist through the use of the Open Door Guidelines.

5. Absenteeism

Any volunteer/practicum student/intern absent from their job during a regularly scheduled work period without first notifying their immediate supervisor shall be considered absent. Employment, in any capacity, brings with it responsibility.

By accepting the assignment, the individual has agreed to fulfill the time commitment and assigned duties to the best of their ability. Departments rely on this individual. Instances of absence without prior notification/approval will be noted in the individuals file.

6. Resignation/Termination of Services

For a variety of reasons, a volunteer may wish to voluntarily separate from the commitment to a certain department. Where possible; written notification of voluntary separation shall be given to the department at least 14 calendar days prior to the effective date of resignation.

- a. Practicum students/interns/volunteers serve at the pleasure of the Colonial Behavioral Health.
- b. Practicum students/interns will follow guidelines established by the Agency/Institution for completion of requirements of program.



7. Equal Employment Opportunity

It is the policy of the Colonial Behavioral Health that volunteers/practicum/ students/ interns shall be afforded equal opportunity in all aspects without regard to race, color, religion, national origin, political affiliation, disability, sex, age, or any other non-job related factors.

8. Intoxicants and Substance Abuse

Any volunteer/practicum student/intern reporting to work under the influence of intoxicants or using or having possession of intoxicants on CBH vehicles during their regularly scheduled working hours shall be subject to immediate separation from service with the Colonial Behavioral Health.

9. Volunteer/Practicum Student/Intern Staff Development/Supervision

Provision shall be made for staff development activities, designed to update individuals and to enable them to perform their job responsibilities adequately. Such development activities include, but shall not necessarily be limited to, supervision, formal training, and academic education, if applicable. Individualized plans shall be performed and updated annually.

Supervision shall be provided by persons having experience in working in providing services outlined in the appropriate service description. Supervision shall be documented.

Participation of volunteers/practicum students/interns in training and development activities shall be documented and shall include, as appropriate:

- 1) Course title or topic area
- 2) Instructor or source
- 3) Pretest and post-test scores or grades, if applicable
- 4) Classroom hours or academic credit hours
- 5) Dates attended



Volunteers/Students/Interns *

Liability Insurance Coverage

Virginia Local Government Risk Management Plan “VaRISK 2”

III. Who is a Covered Party?

B. Any elected or appointed official, employee, agent or authorized volunteer of the Covered Party while acting in an authorized governmental or proprietary capacity and within the course and scope of employment or authorization.

*** See Virginia Local Government Risk Management Plan, “VaRISK 2” for complete details of the Plan. The document is available in the Human Resources Office for review.**



VOLUNTEER



VOLUNTEER AGREEMENT

Department: _____

Name: _____

Address: _____

Telephone: _____

Schedule

Sunday: _____

Monday: _____

Tuesday: _____

Wednesday: _____

Thursday: _____

Friday: _____

Saturday: _____

Beginning Date: _____ Ending Date: _____

Supervisor(s): _____

Department supervisor and volunteer have discussed and mutually agreed that participation in the following activities will constitute the volunteer experience:



Department Manager/Program Supervisor or other designated staff will be available for supervision/guidance on a weekly basis or as needed until the end of the volunteer experience.

Date: _____

Signature: _____

Volunteer

Date: _____

Signature: _____

CBH Authorized Signature

VOLUNTEER CONTRACT

I have read the Volunteer Policy and agreed to abide by those policies set therein.

I understand that failure to follow supervisor’s instructions, to perform assigned duties or to otherwise comply with applicable policies will result in a request for my resignation.

I accept a Volunteer position with the Colonial Behavioral Health with the understanding that I will be considered a part of the staff and in that respect be bound by the same guidelines that bind all other staff.

Volunteer Signature _____ Date _____



PRACTICUM STUDENTS/INTERNS

Revised 06/22/2010



COLONIAL BEHAVIORAL HEALTH VOLUNTEERS/PRACTICUM STUDENTS/INTERNS

Pre-Assignment Form

Department _____

Date _____

Type of Placement

_____ Intern

_____ Practicum Student

I am recommending that _____ be assigned to the _____ placement as indicated above. Recommended starting placement date is _____. Placement will be for the period ____ to ____.

References have been checked and all necessary applications/agreements/contracts have been completed. Application and any supporting documentation are attached.

Pending approval of placement by the Executive Director, orientation will be scheduled prior to placement within your program area.



Requested: _____

Program Coordinator

Program Director

Reviewed: _____

Human Resources Director

Approved: _____

Executive Director



STUDENT CONTRACT WITH COLONIAL BEHAVIORAL HEALTH

Student's Name: _____

Address: _____

_____ ZIP _____

Telephone: Home _____ Work _____ Cell _____

Practicum Course Title: _____

Facility Supervisor _____

Academic Institution _____

Practicum Schedule at Colonial:

Monday: _____

Tuesday: _____

Wednesday: _____

Thursday: _____

Friday: _____



Total number of required hours for the practicum _____

Beginning Date: _____

Termination Date: _____

Clinical Supervisor: _____

Secondary Supervisor: _____

Colonial supervisors and the student have discussed and mutually agree that supervised participation in the following activities learning experience constitute the practicum experience:

a. _____

b. _____

c. _____



d. _____

e. _____

f. _____

The nature, frequency, and format of the supervision process is expected to be as follows:

Additional requirements of the student in the form of logs, reports, medical record keeping, video tapes, etc, will include:



The following signatures indicate that the student and supervisor(s) at the Colonial Behavioral Health mutually agree and understand fully the scope and requirements of the practicum experience to be undertaken. The student further understands that Colonial will make a supervisor evaluation available to the Faculty Supervisor for use in the determination of a grade for the practicum course.

Date

Signature of Student

Date

Signature of Primary Supervisor

Date

Signature of Secondary Supervisor



MEMORANDUM OF AGREEMENT

I, _____, accept a placement-in-training with Colonial Behavioral Health with the understanding that I will be bound by the same guidelines of confidentiality and clinical standards and best practices that bind clinical staff at the CBH.

Date

Signature of Student/Intern



STUDENT EVALUATION OF THE COLONIAL PRACTICUM EXPERIENCE

Student's Name: _____

Colonial Program Site: _____

Practicum Course Title: _____

Colonial Supervisor(s): _____

Primary Supervisor: _____

Secondary Supervisor: _____

Dates of Practicum Experience at Colonial:

Beginning Date: _____

Termination Date: _____

Level of success in meeting the required number of hours for the practicum course:
(Comment):



Manageability of the practicum schedule (Comment):

Level of goal attainment, to be measured against those activities planned and mutually agreed upon in the Student Contract as constituting the practicum experience at Colonial. (Comment):

Level of success in meeting any additional requirements, such as the maintenance of logs, records, tapes, etc. (Comment):

The nature, frequency and format of the supervisory process and the student's overall reactions to it (Comment separately if more than one supervisor was involved):



Any problem areas that the student experienced during the course of the practicum at Colonial, and the level of a successful resolution of such problems (Comment):

The student's overall reactions to the practicum experience at Colonial, including a description of things that constitute his/her most valuable and relevant learning experience (Comment):

Suggestions the student may have for improving the Colonial practicum experience for future students (Comment):

Date

Signature of Student