

*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](mailto: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	

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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:

- ☐ The Agency shall not be dependent upon the use of volunteers/students to ensure provision of basic services.
- ☐ T\_\_\_\_\_ Z\_\_\_\_\_ V\_\_\_\_\_ \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- ☐ Responsibilities of volunteers/students shall be clearly defined.
- ☐ All volunteers/students shall have qualifications appropriate to the services they render based on experience or orientation.
- ☐ Volunteers/students shall be subject to all regulations governing treatment of personal information.
- ☐ 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.













## COLONIAL BEHAVIORAL HEALTH

### VOLUNTEERS/PRACTICUM STUDENTS/INTERNS PRE-ASSIGNMENT FORM

Department \_\_\_\_\_

Date \_\_\_\_\_

Type of Placement            \_\_\_\_\_ Volunteer  
   \_\_\_\_\_ Intern  
   \_\_\_\_\_ Practicum Student

I am recommending that the \_\_\_\_\_ be assigned to \_\_\_\_\_ for 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



## 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:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_





## **PRACTICUM STUDENTS/INTERNS**

Revised 06/22/2010







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: \_\_\_\_\_







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.

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Date

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Signature of Student

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Date

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Signature of Primary Supervisor

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Date

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Signature of Secondary Supervisor





## 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):





