



WebMed Mental Health Services
WebMedMN.com
(p) 218.310.8896 / (f) 218.206.6276
info@WebMedMN.com

Position Description

**Position Title: License Alcohol and Drug Counselor Intern/Trainee and/or
Mental Health Professional Student Intern**

Classification: Educational Student Intern

Reports to: LADC Clinical Supervisor

Essential Duties and Responsibilities:

- **Screening:** The student intern will learn the process by which a client is determined appropriate for admission to WebMed's Outpatient Treatment Program.
- **Intake:** The student intern will engage in administrative and initial assessment procedures for admission to the outpatient program. This process will include: intake paperwork, DAANES completion, Consent to Treat, Releases of Information, Vulnerable Adult, Comprehensive Assessments, Initial Service Plan, etc.
- **Orientation:** The student intern will learn how to describe to the client the general nature and goals of the outpatient program, i.e. Sessions with counselors, orientation sessions; curriculum, policies and procedures etc.
- **Assessment:** The student intern will gather relevant information that determines level of problems, strengths, need for treatment planning, and review of Rule 25 Assessment, review of Diagnostic Assessment and reviewing all other chart documentation to provide an initial assessment of the client.
- **Client Education:** The student intern will provide educational information to individuals and psychotherapy groups concerning mental illness, alcohol and drug abuse. Student interns will teach and promote healthy coping skills to manage both the clients mental and chemical health related issues/concerns to prevent relapse and increase stability in client's recovery.
- **Community Referrals:** The student intern will identify the needs of the client that cannot be met by the counselor or agency and assist the client to access services, i.e. identifying needs and scheduling for psychotherapist, psychologists, outside mental health workers, and legal, etc.
- **Community Education/Marketing:** The student intern will participate in community health fairs, public speaking events, and events that promote WebMed's outpatient treatment program. Student interns will be allowed to assist with marketing and community outreach.
- **Counsel:** The student intern will assist clients through individual counsel and psycho educational groups in exploring problems/solutions, i.e. observing, co-facilitating and facilitating.
- **Treatment Planning:** The student intern will gain an understanding through treatment planning by which the client and counselor/Mental Health Professional identify and rank problems; establish goals, and objectives and interventions to assist them to meet their treatment needs. I.e. initial development and ongoing work with clients in 1-1 sessions and psychotherapy groups.
- **Discharge Planning:** The student intern will gain insight on how to therapeutically close a client's file and discharge a client from the therapeutic relationship and treatment environment.



WebMed Mental Health Services
WebMedMN.com
(p) 218.310.8896 / (f) 218.206.6276
info@WebMedMN.com

- *Professional & Ethical Responsibilities:* The student intern will be allowed to practice in an environment that upholds all ethical and professional standards.
- *Reports and Record Keeping:* The student intern will learn documentation skills through the standardized progress note. The student intern will learn how to develop and maintain clear documentation in their assessments, treatment planning, written reports, progress notes, and other client related data, i.e. filing; charting; weekly treatment planning.
- *Consultation:* The student intern will gain insight in relating with other professionals to assure comprehensive quality care for clients, i.e. psychologists, outside mental health providers, educational areas and legal issues.
- *Case Management:* The student intern will orchestrate activities which bring services, agencies, and resources together. The student intern will participate in Team review meetings; meeting with WebMed's outpatient physicians, Mental Health Professionals, probation, mental health workers and Adult Rehabilitative Mental Health Workers.
- *Comprehensive Assessment:* The student intern will learn how to complete a Comprehensive Assessment for treatment services. Through this process, the student intern will learn the requirements for 245G, chemical health and required standards for dimension work.
- *Crisis Intervention:* The student intern will learn how to respond to client needs during an acute emotional or physical distress, i.e. 1-1 counseling sessions, psychotherapy group, psycho educational sessions.
- *Diagnostic Assessment:* The student intern (Master's level) will complete Diagnostic Assessments on individuals who have been assessed using a standardized co-occurring screening tool to identify any emotional, behavioral or cognitive deficits and to assess the clients function in significant life areas, such as support systems, relationships, impulsivity healthy coping skills and other severe emotional or behavioral symptoms that would place the client or others at acute risk. In addition, the assessment will include obtaining a history of psychotherapy, psychiatric treatment/or psychiatric medications. Student interns will use the Diagnostic and Statistical Manual (DSM-V) for diagnosing clients who may present with a mental health disorder.
- *Psychotherapy:* The student intern (Master's level) will meet with clients who present with mental health diagnosis to provide psychotherapy one time per week. Student interns will carry a small caseload of clients.
- *Group Therapy:* The student intern will observe and/or co-facilitate psycho educational classes and psychotherapy groups to gain knowledge of the group process.
- *Psycho-education:* The student intern will provide treatment services to outpatient clients who present for chemical and mental health services at WebMed's outpatient program.

Minimum Qualifications:

- Bachelor or Graduate level student in social work or one of the behavioral sciences or a student enrolled in chemical dependencies studies from an accredited college.
- Internship agreement between college internship agreement between the school and the program.



WebMed Mental Health Services
WebMedMN.com
(p) 218.310.8896 / (f) 218.206.6276
info@WebMedMN.com

- The graduate student must be formally assigned by an accredited college to WebMed for clinical training and must be under weekly supervision of a Mental Health Professional and kept in the employee/intern file.
- Documented 2 years freedom from chemical use problems.
- Exhibit strong commitment to the client's needs and the mission statement of WebMed.
- Ability to successfully complete the required background check process.
- Excellent written and verbal skills.
- Very well organized.
- Ability to manage multiple tasks with competing deadlines.
- Ability to remain on task and follow through projects to their completion.
- Excellent word processing skills.
- Maintain professional standards of conduct and appearance with co-workers and the public.
- Exceptional ability to successfully manage multiple concurrent projects with competing deadlines and frequent interruptions.
- Knowledge and understanding of implications of parts 245G
- Strong ability to relate to and coach people with life-controlling problems.
- Strong leadership skills (one on one and group situations).
- Assertive individual with pleasant, cordial attitude when working with people.
- Excellent computer skills including typing, word processing, spreadsheets and general familiarity with database programs.
- Ability to learn various software programs to meet the needs of the organization.