



Field Placement Description

Title: Intern

Agency Overview

CPC Integrated Health's mission is to provide individuals struggling with behavioral health challenges stigma-free, individualized, high quality and accessible treatment that enables them to overcome obstacles and promote wellness, recovery and productive lives. CPC is the largest community based behavioral health agency in Central NJ. We annually provide a full continuum of office, community and school-based services to over 12,000 children, families and adults. CPC has been embedded in the community for over 60 years and has several locations across Monmouth County. Our mission is to serve our communities by delivering evidence-based services in mental health, substance abuse, co-occurring MH/SUD, special education and physical health through an integrated system of care designed to promote wellness, recovery and productive lives. Known as a "safety net" agency, CPC seeks to improve the lives of the most vulnerable residents in the community suffering from complex, chronic disorders through innovative and evidence-based practices. We provide a variety of mental health and substance use disorder services for children, adolescents, and families as well as adults including outpatient mental health services, traditional and intensive outpatient substance use services, co-occurring MH/SUD services, long term MAT maintenance, partial care, supported employment and housing, assertive community treatment, 24/7 crisis response and stabilization, care management, and a therapeutic school. CPC is the largest SAMHSA certified CCBHC in NJ. CPC is accredited by The Joint Commission (TJC) in good standing.

Summary

This is a temporary internship position. Internships are offered to students enrolled in an accredited program at a college or university where the internship is a required component of the academic curriculum. Internships are offered for Bachelors and Masters level students of Social Work, Counseling and related programs. Interns are an integral part of the multidisciplinary treatment team where they are assigned. Under the supervision of a CPC field supervisor, first semester masters level practicum interns observe and co-facilitate treatment services for individuals that may include individual, group and/or family sessions as well as coordination of case management and psychiatric services as indicated on the treatment plan. After the practicum semester, which may have occurred at a different agency, masters level interns may additionally meet individually with clients.

Responsibilities and Duties

Responsibilities and duties will vary depending on the student's enrolled program and stage of their studies/course completions.

- Attend 2 hour New Intern Orientation session as scheduled;
- Complete additional training modules within the agency's electronic learning management system as required by NJ licensing standards and agency policies – trainings are asynchronous and may need to be completed outside of regularly scheduled internship hours;
- Meet with your assigned supervisor at least once per week;
- Assess the counseling needs of the clients;
- Assess clients using standardized clinical interview tools, and diagnosing clients for mental health and or substance use disorders using the DSM-5;
- Determine the appropriate level of care for substance use treatment (if applicable) according to ASAM Criteria;
- Obtain previous records that are relevant to the current treatment episode;
- Unless clinically contraindicated, collaborate with the client to develop a written treatment plan that includes goals and measurable objectives, and is client centered, recovery oriented;
- Provide mental health and/or substance abuse counseling services specified in the client treatment plan;
- Evaluating clients throughout the treatment episode to determine the need for continued services, transfer, or discharge;
- Review and, where necessary, revise the client treatment plan to address ongoing problems;
- Develop a client discharge/transfer plan to ensure movement to the appropriate levels of care;
- Contact, case consultation if necessary, and coordination with referral sources, (for example, mental health treatment providers, criminal justice agencies, schools, employers, DCP&P);
- Participate as a member of a multidisciplinary team for assigned clients;
- Document all counseling and education services, assessments, reassessments, referrals and follow-up in the client's clinical record;
- Complete Biopsychosocial Assessment within the time frame established for the program.
- Follow Agency and regulatory policies regarding confidentiality and security of client information.
- Abide by Agency, State and Federal as well as professional licensing standards pertaining to client rights, ethical treatment, conflict of interest, HIPAA, etc.
- Identify High Risk Clients and work with team to provide safe and effective treatment outcomes.
- Report incidents, client complaints, serious concerns regarding risk levels, etc. to supervisor. Utilize Agency policy and procedures to address these issues.
- Participate in performance improvement and client outcome activities as assigned.

Skills

Some of the skills you may need in this position include, but are not limited to:

- Ability to work cooperatively and collaboratively with staff and supervisors as well as with clients, referral sources and outside agencies with a “client centered” and “recovery oriented” approach.
- Timely completion of required documentation.
- Professional verbal and written communication

Locations

The agency offers internships at the following locations, subject to availability:

- Helen Herrmann Counseling Center – 270 Hwy 35, Red Bank, NJ 07724
 - Mental Health and Substance Use Services internships offered
- Aberdeen Counseling Center – 1088 Hwy 34, Aberdeen, NJ 07747
 - Adult Partial Care, Mental Health and Substance Use Services internships offered
- Freehold Counseling Center – 22 Court Street, Freehold, NJ 07728
 - Mental Health and Substance Use Services internships offered
- Howell Counseling Center – 4529 Hwy 9, Howell, NJ 07731
 - Mental Health Services internships offered

Equipment and Software

Interns will need their own personal laptop computer to use during a field placement at CPC Integrated Health. No equipment is provided. Interns are provided with credentials at the start of their field placement to access agency email, electronic health record system and learning management system.

Length of Internship

The length of internships is determined by the assigned CPC supervisor and requirements of the college/university.

While rare, CPC reserves the right to dismiss interns for failure to uphold responsibilities and duties, failure to communicate with staff, failure to satisfactorily complete work, unprofessionalism, or neglecting any duties.

Interested applicants should contact:

Roger Borichewski, MSW, LCSW

Vice President Quality & Risk Management/Internship Coordinator

rborichewski@cpcih.org

732-935-2220 extension 2343

