

Prospective Internship Site Profile  
Department of Health Education & Behavior

Location: Daytona Beach Fl. Date: 8/8/14  
City State

Agency: SMA Behavioral Healthcare

Contact: Victoria Kress

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Street / PO Box City State / Zip

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What semesters is your agency available to accept interns?

- Fall (August – December)  Spring (January – April)  Summer (May – August)

Normal work hours (Please indicate any evening or weekend time commitments):

**8am-5pm Tuesday, Thursday, Friday, noon to 9pm Monday and Wed. and sometimes weekends**

Is office space available to interns?  Yes  No \_\_\_\_\_  
Comments

Is a computer available to interns?  Yes  No \_\_\_\_\_  
Comments

Does your agency offer paid or non-paid internships?  Non-paid  Paid (amount): \_\_\_\_\_

List other benefits your agency offers interns (i.e. housing, health insurance, travel reimbursement, etc.)

**NA**

List required purchases for interning with your agency (i.e. parking pass, uniform, etc.)

**Gas for one time a week travel to Bunnell if needed**

List the required skills or previous experience necessary for interning with your agency.

**Knowledge of Substance Abuse, Addiction, Recovery preferred but not necessary.**

Special Requirements (i.e. special application, proof of health insurance, immunization, etc.)

Please note: All interns are required to purchase professional liability coverage for \$1,000,000.

**Urinalysis, background check, finger prints**

List a description of duties your agency expects to be fulfilled by interns. Please include additional literature if desired.

*Intern will learn to facilitate assigned Family Education Program (FEP), learn program and study curriculum and seek out other material to get familiar with addictions and recovery and assist with continual program fidelity delivery*

*Intern will assist director with implementing the electronic measurement tool into family groups.*

*Intern will Work with new curriculum Talking to Teens About What Matters to Them and develop implementation process, measurement tools and implement discussion group with teens.*

*FEP- will keep attendance sheet/review confidentiality statement on form with participant*

*FEP- will keep track of participant's attendance on attendance sheet*

*FEP- will work to increase and encourage participants attendance and continual education and support systems*

*FEP- will prepare and award certificate when all 12 sessions have been completed.*

*FEP- will contact and encourage participants when they are still in need of completing sessions*

*FEP- support interns will Make Client Work Book Copies when needed*

*FEP- will assist facilitator with instruction only at discretion of facilitator.*

*FEP-will assist in contacting Panel Members attendance for session 3 at assigned location.*

*Intern will learn Recovery Advocacy Techniques*

*Intern will attend planning meetings and complete tasks assigned by Prevention Director.*

*Intern will participate in National Recovery Month activities and planning to include management of fiscal resources, obtaining support for activity, work with community in partnership, assist managing volunteers.*

*Intern will participate in Substance Abuse Task Force Planning Committee and/or sector meeting and assist in developing and delivering prevention media strategy to reduce drug and alcohol use.*

*Intern will attend Health Fairs representing SMA to learn networking and referral techniques*

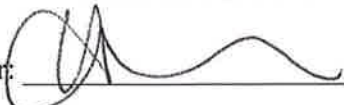
*Intern will assist Prevention Director in providing other prevention trainings at local organizations, schools or businesses when needed.*

List any important information about your agency.

**We are a non profit.**

Would you like to be added to the Department's list of approved sites for future interns?  Yes  No

FOR OFFICE USE ONLY: CONTRACT ON FILE: \_\_\_\_\_

Approval of Intern Coordinator:  \_\_\_\_\_

Date: 10-31-14

Approval Expiration Date: 10-2016