


Wings LADC Internship Guide and Manual



WELCOME TO WINGS

Starting your Chemical Dependency internship is a big step towards becoming a professional. Congratulations on your work to date. Wings is looking forward to assisting you on your continued journey. This manual is intended to be a tool for growth, support, and understanding throughout your internship.

At Wings we take the internship experience very seriously. It is a privilege to help train up and coming professionals in the field. It is our expectations that by the time you are done with your internship experience with Wings, you will have the tools you need to be successful in the counseling field. We will prepare you by first providing a strong opportunity for observation, access to relevant reading materials, one on one supervision meetings, and group supervision meetings. Once you have demonstrated competency, you will also have an opportunity to demonstrate your skills through hands on work. This hands-on work will always be overseen by a licensed professional and you will be given ample opportunities to process and receive feedback regarding your work. It is our philosophy that an internship is about growth and learning. The direction and pace of your internship will be based on this philosophy. Wings believes a quality internship is an essential piece to molding a competent professional.

THINGS YOU NEED TO KNOW

- **Communication is key!**
 - Supervision will be provided weekly- on both a one on one and group basis
 - Collaboration with your university supervisor will be mandatory- frequency of communication will be set to the comfort level of the university supervisor
 - You will be provided time after observation sessions to ask questions- please utilize this
 - You will be provided time after completion of hands on work to receive feedback and ask questions- please utilize this
 - Know that if any questions or concerns should arise, you will have access to your internship or program supervisor
- **Professionalism will be the expectation**
 - Appearance- Wings dress code is casual professional. Jeans, khakis, and a nice shirt will meet expectations. It is the expectations that clothing not glorify drugs, alcohol, sex, or violence. Clothing must also be intact, rips and holes will not be allowed. Clothing must also not be overly reveling or sexually provocative in nature.
 - Demeanor- Wings expects all staff members to be polite and well spoken. Aggressive and belligerent communication will not be tolerated. Respectful interactions will be the expectations when interacting with clients, teammates, or supervisors. You will be encouraged and provided skills to increase composure in this demanding field. It is the expectation that you are willing to except feedback, approach and process mistakes, and be transparent with your supervisor and treatment team. Personal and

- professional reflection will be encouraged throughout your internship. There will be challenges along the way, it will be important that you seek supervision in times of need and error on the side of caution when uncertain.
- Reliability- It is the expectation that you arrive on time and attend all activities required within your internship. If you are unable to arrive on time or unable to attend internship activities you will be required to contact your Wings internship supervisor within a reasonable time frame. Excessive absences, unreported absences, excessive tardiness, and unreported tardiness will not be tolerated and can result in internship termination.
 - Competence- Wings believes the internship is one of the most important pieces to a professional's development. It is the expectation that interns are able to demonstrate competence in the field by the end of their internship. This means displaying an understanding of the 12 core functions, ethical obligations, professional responsibilities, therapeutic approaches that best fit the individual, and how to work within a team. You will also be required to demonstrate your ability to execute and apply your knowledge effectively.
 - Ethics- A strong ethical framework is essential to becoming an effective professional in this field. Your ethical obligations to clients include autonomy, beneficence, confidentiality, non-discrimination, objectivity, do no harm, and justice. Other ethical obligations include: maintaining appropriate scope of practice, abide by accepted legal and moral code, and avoid dual relationships. You will be educated and monitored to ensure compliance with ethical expectations.
 - Teamwork- Respectful communication, cooperation, transparency, and consultation are the expectation. Workplace gossip, rude or loud comments, sexual harassment, intimidation, offensive language, persistent lateness in joining activities or attending meetings, threats, passive aggressive communication, and excessive inappropriate criticism will not be tolerated.
 - Boundaries- Firm physical, emotional, psychological, and religious boundaries are the expectation. Self disclosure is allowed only when relevant to the clients' situation and beneficial to the client. Self disclosure may never include current personal issues, unresolved issues, and/or identifying information. Dual relationships, client contact initiated by an employee or intern after a client has been discharged, and gift giving are strictly prohibited.
 - Accountability- Mistakes are inevitable, it will be important that you are able to own up to and discuss them with your supervisor. Wings believes that growth occurs when you can see mistakes as opportunities to grow and approach them with curiosity, humility, and an open mind. It is the expectation that you do not seek to place unjustified blame on colleagues, falsify documents, or deceive others in an attempt to cover up mistakes.

YOUR INTERNSHIP WILL FOCUS ON THE 12 CORE FUNCTIONS. THESE INCLUDE:

- Screening- the process by which a client is determined appropriate and eligible for admission
- Intake- the administrative and initial assessment procedures for admission to a program
- Orientation- describing to the client the general nature and goals of the program; rules governing client conduct and infractions that can lead to disciplinary action or discharge from the program; in a nonresidential program, the hours during which services are available; treatment costs to be borne by the client, if any; and client rights
- Assessment- procedures by which a counselor identifies and evaluates an individual's strengths, weaknesses, problems, and needs to develop a treatment plan or make recommendations for level of care placement
- Treatment Planning- the process by which the counselor and the client identify and rank problems needing resolution; establish agreed upon immediate and long-term goals; and decide on a treatment process and the sources to be utilized
- Counseling- the utilization of special skills to assist individuals, families, or groups in achieving objectives through exploration of a problem and its ramifications; examination of attitudes and feelings; considerations of alternative solutions; and decision making
- Case Management- activities that bring services, agencies, resources, or people together within a planned framework of action toward the achievement of established goals
- Crisis Intervention- those services which respond to an alcohol or other drug user's needs during acute emotional or physical distress
- Client Education- the provision of information to clients who are receiving or seeking counseling concerning alcohol and other drug abuse and the available services and resources
- Referral- identifying the needs of the client which cannot be met by the counselor or agency and assisting the client to utilize the support systems and available community resources
- Reports and Record Keeping- charting the results of the assessment and treatment plan and writing reports, progress notes, discharge summaries, and other client-related data
- Consultation With Other Professionals Regarding Client Treatment and Service- communicating with other professionals in regard to client treatment and services to assure comprehensive, quality care.

WHAT YOUR INTERNSHIP PROGRESSION WILL LOOK LIKE (BASED ON AN 880 HOUR INTERNSHIP):

○ WEEK 1

- Completing initial paperwork
- Becoming familiar with the curriculum
- Meeting and getting to know the team, schedule, and Wings curriculum
- Observing both male and female primary groups and lectures
- Observing client record keeping and becoming familiar with online record keeping software (Procentive)
- Mandatory trainings (HIV/AIDS, blood-borne pathogens, ethics, boundaries, de-escalation, Wings' policy and procedure education, crisis intervention, client rights/HIPAA, cultural awareness)
- Participate in individual and group supervision

○ WEEKS 2 & 3

- Shadowing primary male counselor
- Observing treatment planning
- Observe groups/ lectures
- Become familiar with charting and begin documentation with oversight
- Observe individual sessions
- Observe case management & referral
- Participate in individual and group supervision

○ WEEKS 4 & 5

- Shadowing primary female counselor
- Observing treatment planning
- Observe groups/ lectures
- Engaging in documentation with professional oversight
- Observe individual sessions
- Observe case management & referral
- Participate in individual and group supervision

○ WEEKS 6 & 7

- Shadowing intake coordinator
- Observing screening, orientation, and assessment
- Observing insurance reviews

○ WEEKS 8 & 9

- Shadow continuing care coordinator
- Observe case management strategies
- Observe the client placement process
- Gain insight into available resources

- **WEEKS 10 & 11**
 - Complete assessments with oversight
 - Co-facilitate client intake
 - Conduct insurance reviews with oversight
- **WEEKS 12 & 13**
 - Co-Facilitating primary group
 - Co-Leading lectures
 - Co-Leading individual sessions
 - Taking part in case management- making phone calls and writing reports to guardians and workers to update on client progress and coordinate services.
 - Assisting with treatment planning with oversight
- **WEEKS 14-20**
 - Leading primary group with oversight
 - Leading lecture with oversight
 - Leading individual session with oversight
 - Managing a caseload of 1 to 2 client with oversight
- **WEEKS 21-22**
 - Reviewing areas of weakness and strength
 - Exploring fit in field
 - Solidifying understanding of individual therapeutic approach
 - Assess growth and development
 - Setting future goals

WHAT WEEKLY SUPERVISION MEETINGS WILL LOOK LIKE:

- **WEEKLY MEETINGS WILL BE DONE TO:**
 - 1) Enhance the intern's skills, competence and confidence
 - 2) Provide a reflective space and emotional support
 - 3) Provide assistance with professional development
 - 4) Ensure that services to clients is safe, ethical, and competent
 - 5) Ensure compliance with professional and organizational treatment standards and practice