

UNIVERSITY OF MARYLAND
SUMMER 2023/FALL 2023/SPRING 2024
FEDERAL WORK-STUDY SUPERVISOR'S STUDENT REQUEST

(Supervisor's On-line Orientation and Supervisor Acknowledgement Checklist must also be completed) <http://www.umaryland.edu/workstudy>

TO PARTICIPATE IN THE FWS PROGRAM THERE MUST BE A SUPERVISOR AND AN ALTERNATE SUPERVISOR

Please attach a job description for this FWS position.

Could this work-site be considered as Community Service? Yes ☒ No ☐

UMB Department School of Social Work
(Full Name of Department)

Off-Campus Agency Native American LifeLines, Inc.
(Full Name of Agency- For Off-Campus Positions Only)

Address 1 E Franklin St, Suite 200, Baltimore, MD 21202

Telephone 410-837-2258 Fax No. 410-837-2692

Work Study Supervisor's Full Name Samantha H. Anderson

Work Study Supervisor's Title Senior Clinician, LCSWC

E-mail Address samantha@nativelifelines.org

Alternate Supervisor's Full Name Mercia Cummings

Alternate Supervisor's Title Clinical Director, LCPC

E-mail Address mercia@nativelifelines.org

Job Title Social Work Intern

Job Function: ☐ Technical ☐ Administrative ☐ Research Lab ☐ Research Clinical ☐ Tutor ☒ Program Admin.

Completion of this request form does not guarantee the department/agency will have a Federal Work-Study student employee. The person who signs this form must also sign the student's Job Certification Form and approve the biweekly payroll timesheets. If a student exceeds their maximum FWS award, the supervisor's department is responsible for paying 100 percent of the over award.

Return completed form to:

E-Mail: FWS@umaryland.edu

Phone: 410-706-7347

**Office of Student Employment; University Of Maryland, Baltimore; 601 W. Lombard St, Suite 221;
Baltimore, MD 21201**

Urban Indian Health Internship Program – Counseling/Mental Health/Case Management
MULTIPLE POSITIONS AVAILABLE

Job Title: Intern

Department: Behavioral Health

Supervisor: Senior Clinician (LCSW-C)

FLSA: N/A

Compensation: N/A

Telework: Not Applicable

Date Revised: September 16, 2022

MISSION

The Mission of Native American Lifelines is to promote health and social resiliency within Urban American Indian communities. Native American Lifelines applies principles of trauma informed care to provide culturally centered behavioral health, dental, outreach and referral services.

AGENCY OVERVIEW

Native American Lifelines Inc. (NAL) is a small nonprofit community-based agency in Baltimore, MD, with an additional service location in Boston, MA. NAL serves American Indians/Alaskan Natives, primarily providing health education, health promotion, case management, substance abuse counseling, dental services, transportation, and support groups.

NAL has a staff of 10-15 full time employees, various contractors and a growing behavioral health internship/externship program. Our program is part of a network of 42 Urban Indian Health Organizations nationally and a member of the National Council of Urban Indian Health. NAL's substance use & mental health outpatient treatment program is accredited by the Commission on Accreditation of Rehabilitation Facilities (CARF).

POSITION SUMMARY

Interns (Counseling/Mental Health/Case Management) will gain practical work experience in the area of counseling, behavioral health, addictions and social human services. This position will be supervised by licensed individuals (Licensed Social Worker and Licensed Counselor) in assisting and possibly leading individual and group counseling, crisis intervention, and outreach. Individuals will perform intakes, provide behavioral health assessments, and assist with appropriate referrals. Interns may perform other related tasks that are a part of the agency's operation. Expect to work 8-16 hours per week depending on your program requirements, as well as various activities and programming provided.

EDUCATION, SKILLS, AND/OR EXPERIENCE

- For direct care-oriented internships: Must have or be working towards a graduate degree in a human services-based field
- For administrative support-oriented internships: Must have or be working towards a bachelors degree in a human services-based field (psychology/family studies)
- For Substance Abuse Counseling internship: Must have AD-Training or CAC certification
- Able and willing to establish and conduct healthy relationships that encourage accountability, personal growth and responsibility,
- Organized (people and task oriented) and possess strong written, oral and interpersonal communication
- Understanding of how legislation affects client care
- Culturally competent and aware

- Commitment to work through an anti-racist lens (active and conscious effort to work against multidimensional aspects of racism (e.g., evidence of educating self about privilege, histories of race, and historically oppressed voices.)
- Background check clearance
- May require strenuous activity at times

ESSENTIAL DUTIES

Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions of the position.

Supervision

- Each clinical intern receives direct supervision from an approved licensed Clinical Supervisor
- Intern supervision is provided for one to two hours per week (group supervision; one hour per week individual supervision), additional hours will be determined with the assigned supervisors.

Key Skills and Training

- Training in intake, case management, and group and discharge processes
- Willingness to learn what best practices mean in the community served
- Opportunity to attend in-house training as determined by agency

Essential Duties and Responsibilities

General Duties, Knowledge, and Skills

- Consults with supervisors and staff as needed.
- Attends supervision on a weekly basis and in a prompt manner as well as meetings as assigned.
- Interacts with staff and those we serve in a professional and ethical manner.
- Adheres to all confidentiality and HIPAA guidelines.
- Able and willing to establish and conduct healthy relationships that encourage accountability, personal growth and responsibility.
- Conducts intake interviews with community members who request substance abuse treatment or counseling services and completes the required clinical documentation electronically.
- Maintains up-to-date clinical documentation via our electronic recordkeeping system.
- Option to engage in community outreach through evening and weekend events.

Bachelor's-level Interns

- Assist with the development and provide outreach workshops and lectures to community.
- Observe therapy sessions
- Assist with the development programs and groups.
- Co-Facilitate community events
- Assist therapists and case managers with cases – resourcing, follow up, and scheduling

Graduate-level Interns

- Provides individual and group counseling to community on a scheduled basis or through crisis intervention.

- Assist with the development and implementation of programs and groups, this includes but is not limited to; health and wellness, psychoeducational, grief, and other therapeutic.
- Utilizes psychodiagnostics assessment procedures and psychometric methods to facilitate psychotherapy as needed.
- Collaborates with Clinical Team (mental health and case managers) and conducts brief assessments with students who walk in.
- Acts as a liaison between client and clinical supervisor (or case manager) or community resources as needed.
- Ability to use proper approaches with clients including but not limited to Trauma Informed Models and Treatment, Cognitive Behavior Model, Solution-Focused Approaches, Emotionally-Focused Approaches, and other Systems approaches

HOURS

Business hours are Monday - Friday 9am – 5pm. Some weekends and evenings may be expected.

Internship hours will be determined with supervisor based on program requirements, activities/programming, and availability.

INDIAN HIRING PREFERENCE (USC 48 CFR 1452.226-70)

This position is funded by the US Department of Health and Human Services' Indian Health Service division and as such is an Indian Hiring Preference position per US Code 48 CFR 1452.226-70. All Native and non-Native applicants are encouraged to apply.

APPLICATION PROCESS

To apply, please email the following documents to the Senior Clinician Samantha and Clinical Director Mercia at samantha@nativelifelines.org and mercia@nativelifelines.org.

- Resume
- Cover letter (indicating interest)
- Three references—1 professional, 1 academic, 1 personal
- Writing sample (if applying to clinical)