

Adapt Internship Handbook

About our intern program

At Adapt, we pride ourselves as being a training site for behavioral health professionals; many of our employees, including those in leadership positions started with us as interns! We offer internships for bachelor's and graduate degree programs in social work, human services, counseling, and other programs. We also offer CWE (Collaborative Work Experience) for community college students as well as a pathway for people who wish to become a Certified Alcohol and Drug Counselor (CADC) to accrue hours under supervision in one of our programs. Our capacity to accept interns is limited by our available supervisory resources so we urge interested interns to apply early and to understand that this may be a competitive process. Existing employees receive priority in internship decisions.

Terms

CADC (Certified Alcohol and Drug Counselor): A certification requiring a combination of education, supervised experience and passing a competency exam. The CADC-R is the first step of being certified to work on this process. There are 3 additional levels of the CADC - the CADC I, II and III - that align with increasing education and experience hours.

CIT (Counselor-in-Training): Refers to an employee who is a registered with MHACBO as CADC-R (registrant for the CADC) and is assessed as having the skills and beginning knowledge to work as an entry level counselor in one of our programs while working toward their CADC I. Generally, a CIT would be expected to become certified within a year of hire.

Intern: Refers to 1) a non-employee who is gaining supervised experience in one of our programs, as described below or 2) an employee who is gaining experience in a new area (e.g., a CADC counselor who is working on their MSW and is accruing hours and experience as part of that program). An intern may or may not be affiliated with a school program.

MHACBO: The Mental Health and Addiction Counselor Board of Oregon is the state's certifying body for the CADC and some other Oregon certifications including the CRM, QMHA and QMHP.

Description of Intern Programs:

CWE (Collaborative Work Experience): CWE is a requirement of UCC’s Human Services program; other community colleges have similar requirements. CWE students need to observe human service work for 230 supervised hours. CWE does not include practicing any services (e.g., group work), but students are matched with a “mentoring counselor” who will be available to discuss observations and answer questions.

CADC Internships: Both employees and non-employees can apply for a CADC Internship. This involves being assigned to a mentoring counselor and working in one or more departments to observe and acquire skills related to the practice of addiction counseling. We require that CADC interns apply to MHACBO as a CADC-R. CADC Interns start by observing and increasingly take on more tasks and responsibilities based on experience, skills, and abilities. CADC Interns who currently are employed in a treatment program (e.g., as a Resident Assistant or Certified Recovery Mentor) will need to accrue a portion of their hours in a department other than the one where they work. It is our belief that all interns benefit from being exposed to more than one department’s programs and practices.

Bachelor’s program internships: Some Bachelor’s programs require internships in human services. Students are matched with a mentoring counselor to observe, learn, and practice skills that a QMHA (Qualified Mental Health Associate) level staffer would perform. Specific task assignments depend on experience, skills, and abilities as well as the scope of the program where the intern is placed.

Graduate internships: Master’s level internships vary between a brief “practicum” and year-long field experience. We try to match students with a supervisor with the appropriate degree / licensure and to provide a learning experience that lines up with students’ interests and abilities. We are often able to bill for the services that Master’s level clinicians provide under supervision.

Other internships: Other opportunities, such as administrative or medical internships, may be possible. We try to connect candidates with a staff person who is most aligned with the sort of experience the intern is hoping to receive.

We do not offer paid internships for non-employees.

Application process

Non-employees: Complete the Intern Application (found on Adapt’s website) and return to Adapt’s Director of Training and Staff Development, Lisa Hubbard, at lisah@adaptoreogn.org. Lisa will arrange a follow up call or meeting.

Employees: Email Lisa (address above) and describe which program you are interested in, your timeline, if you are involved with a school program, and what experiences you hope to receive. Employees who



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have a current corrective action plan are not eligible for internships until the plan has been completed / resolved.

Placements are determined by both the readiness of the candidate and the availability of a supervisor / program. At times, we may have to decline or wait-list qualified applicants due to limits on supervisory resources.

Onboarding

- Once accepted, all non-employee interns need to go through our normal Human Resources (HR) Onboarding process. This includes background check(s) depending on position, drug screening and New Hire Orientation. You should anticipate that this process may take a month or more.
- All interns are subject to the same policies, procedures, and ethical agreements as employees. Currently, staff in Health Care settings are required to be vaccinated for COVID-19. We do not grant vaccine exemptions for interns because the intern role is not required. Any staff or interns who provide in-person services must provide proof of vaccination.
- CADC Interns will complete an Internship Plan and Commitment Statement form, signed by their mentoring counselor, and returned to Lisa Hubbard.
- If the school requires any affiliation agreements or other documents, those requests can be directed to Lisa Hubbard.
- Interns who will be providing direct services – both employees and non-employees – must register with MHACBO and let Adapt HR/Credentialing know which type of internship they will be doing. This will allow Adapt Billing Services to enroll the intern to obtain provider numbers with the Oregon Health Program (OHP) and the National Provider Identifier (NPI). This enrollment takes up to 5 weeks but can be back dated from the MHACBO effective date. Following this process will allow the intern to start providing billable services as soon as this is approved by the mentoring counselor.

Supervision of Interns

Interns, by definition, are inexperienced practitioners and require opportunities to ask questions and discuss what they are observing. Interns should never be viewed as an additional resource to accomplish unmet tasks in the department. Interns are here for a learning experience, and supervisors need to be prepared to “invest” time and energy in their professional growth.



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Different types of internships require different supervision frequency (e.g., **master's level interns providing direct services are expected to receive weekly individual supervision**). ALL interns should have regular, scheduled supervision with their mentoring counselor and this supervision should be documented.

Tracking intern hours

All interns should have a system for tracking their hours. CADC interns are expected to utilize the agency intern tracking form, which captures hours and types of assignments weekly. Other interns may utilize an Outlook calendar or other means of capturing hours. Per agency policy, we do not “count” (sign off on) intern hours that happened prior to the intern being approved or prior to the completion of all intern paperwork, HR onboarding and MHACBO registration. Adapt’s Director of Training and Staff Development should be made aware of any concerns about or discrepancies in reported intern hours.

Trainings

We provide a robust calendar of in-house training, many of which incur either NADAAC or NBCC / ACEP continuing education units. With the permission of supervisors / mentoring counselors and within their scope of practice, interns are welcome to attend any internal trainings, free of cost. We aspire to offer all required CADC courses once every two years so that staff who are working on their CADC can participate in these classes without incurring tuition or travel costs. Generally, we do not pay for outside trainings for interns, though directors have ultimate discretion over their own departmental training budgets. The decision of whether a training is a fair use of internship time is left to mentoring counselors / supervisors.

Understanding “Match” hours for employees who are also interning:

The intention of “match” hours is to allow a small amount of work hours to be used toward intern hours, with a few caveats.

The employee’s administrative supervisor has final approval about match hours. Match hours are a benefit Adapt tries to offer, not an entitlement. With the administrative supervisor’s permission, a full-time employee may spend 5 of their 40 work hours on internship tasks and be paid for these 5 hours as long as:

- The employee is also “donating” (volunteering) 5 or more intern hours outside of work
- The employee can successfully manage their current paid position with a slight reduction in hours



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The paid “match” is never more than 5 hours per week. If the employee is volunteering 10 intern hours, the paid match is still only 5 hours. Also, the employee cannot go into an overtime situation due to intern hours (e.g., it is not acceptable to work 40 hours and claim 5 more as a “match”).

What about employees whose normal job tasks include things that could be counted toward the CADC?

Some employees such as Resident Assistant (RA) or CRM (Certified Recovery Mentor) staff are in a position where aspects of their normal job overlap with the requirements for the CADC. For instance, a CRM may do screening or help with intake paperwork, or an RA might do an education group on the weekend. It is fine for staff to document and utilize these hours. Employees may not try to “shape” their current position to better line up with hours they need for their CADC. The hours that occur in the course of normal work are not volunteer hours and have no relationship with “matching” hours if they reflect tasks that the supervisor agrees are part of the employee’s job description. Although some employees might be able to log a lot of CADC hours this way, we still want these employees to volunteer outside of their normal job to get a wide variety of experiences.