La Causa, Inc.

Address: 5235 N. Ironwood Rd.
Glendale, WI 53217
Phone: 414-902-1500

Supervisor/Contact Person: Lakesha Jones, MS, CSAC, LPC-IT, CS-IT
Program Administrator – Adult Services
Office: 414-902-1677
Cell: 414-403-1093
Fax: 414-771-7492
Email: lakeshaj@lacausa.org

Supervisor/Contact Person: Steve Schmid, MS, LPC
Program Coordinator – Clinical & Treatment Services
Office: 414-902-1526
Cell: 414-233-6344
Fax: 414-771-7491
Email: SteveS@lacausa.org

CLIENT POPULATION SERVED: Culturally diverse, trauma, adult, adolescent, children, families. Substance Use, Uninsured, Criminal Justice, Anxiety, Depression, Severe and persistent mental illness, faster care, court ordered.

WHAT DAYS/HOURS ARE AVAILABLE FOR STUDENT INTERNS TO WORK?
PLEASE INCLUDE WEEKEND AND EVENING AVAILABILITY:
8 am to 5 pm – Monday through Friday

IS THERE A CREDENTIALED, ON-SITE SUPERVISOR AVAILABLE TO SUPERVISE SUBSTANCE ABUSE COUNSELOR – IN TRAINING (SAC-IT) STUDENTS?   YES ☒   NO ☐

REQUIREMENTS FOR STUDENT INTERN PLACEMENT:
Pre-placement Interview and Acceptance

INTERNSHIP JOB DESCRIPTION/EXPECTATIONS:
See attached

WEBSITE ADDRESS: www.lacausa.org

Revised: 10/22/19
La Causa, Inc. Intern Onboarding Process

La Causa Outpatient Clinic
5235 N. Ironwood Rd.
Glendale, WI 53217

Hours of Operation:
Monday through Friday 8am until 5pm

We are located on the west side of I43 (just south of the AB Data building). Visitor parking is available on the south side of the La Causa Social Services Division building.

Site Supervisor

Steve Schmid – MS, LPC, NCC
Program Coordinator – Clinical & Treatment Services
La Causa, Inc.
5235 N. Ironwood Rd. Glendale, WI 53217
Office: 414-902-1526
Cell: 414-233-6344
Email: SteveS@LaCausa.org

*All student/intern inquiries should be communicated to Steve Schmid*

Adult Services Program Administrator

Lakesha Jones - MS, CSAC, ICS, LPC-IT
Program Administrator – Adult Services
La Causa, Inc.
5235 N. Ironwood Rd. Glendale, WI 53217
Office: 414.902.1677
Email: LakeshaJ@LaCausa.org
La Causa, Inc. Intern Onboarding Process

La Causa Intern Responsibilities:

a) Abide by the current American Counseling Association or National Association of Social Workers (NASW) Code of Ethics, whichever is applicable to the university/program, course of study, and prospective counseling licensure.

b) Abide by La Causa Policies and Procedures.

c) Exhibit effective relationship building skills.

d) Expand knowledge and skills to deal effectively with issues specific to the setting (i.e. trauma, lower Socio-Economic Status, chemical dependency, severe and persistent mental illness, co-occurring disorders etc.) through additional activities such as library research and consultation with licensed clinicians, and other qualified staff.

e) Practice counseling skills specific to different theoretical models (i.e., Cognitive Behavioral Therapy (CBT), Existential, Rational Emotive Behavior Therapy (REBT), Client Centered, Solution Focused Brief Therapy, Interpersonal, Feminist, etc.).

f) Be able to conceptualize patient(s) dynamics during team meetings, on-site staffing, and individual and group supervision.

g) Develop strategies to strengthen personal and professional skills. Demonstrate appropriate use of counseling techniques. Seek guidance and supervision regarding areas of interest, skill development, patient concerns, and other areas of growth and education as a counselor.

h) Conceptualize ethical and legal responsibilities inherent in the counseling role.

i) Attend and participate in individual and group supervision sessions.

j) Meet the time and educational commitments required by the site supervisor, the respective university, and the faculty supervisor.

k) Work in concert with La Causa site supervisor, staff, and administrators. Put forth effort to develop and maintain a caseload of patients, in order to meet the specific university’s programmatic requirements.

l) Keep track of hours via their university/school program’s required documents. Present these hours and documentation to the site supervisor in a timely manner, for review and signature.

m) Students/Interns are not allowed to copy and/or utilize La Causa’s documents other than for intern purposes. The site supervisor must approve all documents utilized for educational purposes.

Student/Intern Call-In Procedure:

In the event of an emergency or sickness, students/interns should contact the Site Supervisor, Steve Schmid. If unavailable, Adult Services Program Administrator, Lakesha Jones should be contacted. Students/Interns should leave a voicemail if there is no answer.

An email should also be sent to the Site Supervisor or Program Administrator for documentation purposes.

It is the responsibility of the student/intern to find a date/time to make up the hours missed during the emergency and/or sickness.

La Causa Site Supervisor Responsibilities:

a) Abide by the current American Counseling Association Code of Ethics.
b) Abide by La Causa Policies and Procedures.
c) Possess a Master’s degree or PhD in counseling, social work, marriage and family therapy, or an approved field. Hold licensure in the state of Wisconsin to practice as a psychotherapist.
d) Provide appropriate clients for interns/students and screen clients to facilitate student’s experience as a practicing counselor.
e) Orient the student to the policies and procedures of La Causa.
a. To help the student/intern become acquainted with the full range of roles and responsibilities of the counseling setting so that the student will be able to take part in the full range of services offered in the setting.
b. To make available materials used in the setting so that the student/intern can become familiar with the policies and procedures required of the counselors in the agency setting.
f) When clients provide consent and HIPAA compliance has been established, provide the opportunity for the student to develop program-appropriate audio/video recordings for use in supervision, or to receive live supervision of his/her interactions with clients.
g) Provide an average of one hour of supervision per week to assist the student in acquiring and refining counseling/consulting skills, appropriate to the site placement and caseload of patients. This supervision includes week-to-week review of audio/video recordings of the students work or live supervision.
h) Act as a consultant to the student to facilitate appropriate skill and behavior development.
i) Maintain communication with the faculty supervisor and any other faculty staff deemed appropriate. Maintain communication with La Causa Administrators regarding intern/student activities and progress.
j) Complete end of course evaluation of the student’s performance, consult with the faculty supervisor and La Causa Administrators regarding the student’s performance.
k) Provide regular appointments for interviews and conferences with the student to discuss clients, assignments, facilities, evaluations, or other topics that are pertinent to the student’s practicum experience.
l) Help the student/intern feel at ease in the situation - show the student around, introduce the student to administrators, other counselors, and related staff.
m) Explain the counseling roles expected in particular situations so that the student/intern can become acquainted with the "system."
n) Arrange for the student/intern to observe individual counseling, group work, case staffing, patient consultations and related duties, to facilitate the student’s/intern’s transition to working with individual clients and groups. To encourage the student/intern to participate in in-service programs.
o) To monitor the activities of the student/intern, and to intercede wherever it is deemed necessary. The site supervisor can also use the services of other counselors on staff for student/intern supervision. The assignment of clients/cases is at the discretion of the site supervisor.
p) Provide the practicum/internship student with appropriate workspace to conduct counseling sessions.
q) Submit a final evaluation of the student’s performance.
r) Assist the student/intern as much as possible in meeting their university’s programmatic requirements for face-to-face hours with patients. La Causa cannot guarantee interns/students will meet their face-to-face programmatic requirements, as our outpatient therapy program relies on outside referral sources.
s) Review hours accumulated by the intern/student and sign off on the progress/completion. The site supervisor reserves the right to not approve/sign off on an intern’s/student’s hours, if the site supervisor believes ethical or other type of misconduct has been committed.

It is the goal of the site supervisor, for interns/students to have several continuing cases/patients. This will enable the site supervisor and the faculty supervisor to accurately judge the progress being made during the semester by the intern/student. These continuing cases may be with individual clients or small groups.

**La Causa Student/Intern Orientation:**

1. Complete new hire orientation with HR.
2. Coordinate with Human Resources to schedule a time to get picture taken for photo ID.
3. Review La Causa Clinic Therapist Manual including all relevant state statutes and Policies and Procedures, discuss with supervisor and sign attestation.
4. Agency orientation: complete orientation of all agency programs with site supervisor and are assigned workspace/cubicle.
5. Overview of filing system. Review charts to familiarize self with clinic paperwork
6. Review and become familiar with the clinic network drive (i.e. electronic files).
7. Review and become familiar with clinic library and resources.
8. Review other education/training materials, as needed (i.e. Trauma Informed Care, Crisis Counseling, AODA, Co-Occurring Disorders, Ethics and Boundaries, Theoretical Orientations, Group Therapy, DSM V, etc.).
9. Shadow staff/supervisor counseling sessions as well as supervision and clinical supervision.
10. Attend treatment team meetings.
11. Attend in house trainings.

**Credentialing (completed with supervisor):**

Add student/Intern to the network for County programs; Mental Health Outpatient Program (MHOP), Comprehensive Community Services (CCS) adult)

1. Required documentation: diploma/transcripts, copy of license (if applicable), resume, and Milwaukee County add forms (Include correct codes for CCS).
2. Complete add process for Saint A
   - Fill out Clinical Access Form and submit to Darlene Pawluk for approval.
   - Include supervisor’s LPC as supporting documentation.

**Tasks to be completed by student/intern while building ongoing caseload:**

2. Complete CCS required 40 hours of training within 90 days of hire.
3. Complete Mandated Reporter Training: [https://media.wcwpxs.wisc.edu/mandatedreporter/](https://media.wcwpxs.wisc.edu/mandatedreporter/)
4. Familiarize self with La Causa forms and documentation, including hard copy forms and online documentation systems (Provider Connect, Care Manager, and Synthesis).
5. Review books/resources for psychotherapy (e.g., Seeking Safety/Finding Your Best Self, Dialectical Behavior Therapy (DBT), Workbooks for various presenting problems).
6. Complete assignments from Site Supervisor related to clinical training, counseling education, service delivery, etc.
7. Other opportunities may be assigned and/or offered, based on availability of funds, student’s/intern’s interests, time, staffing schedules/availability, hours of operation, education/licensure requirements, patient needs, policy and procedures, site supervisor’s clinical judgement, and oversight by La Causa’s Administration.

Site Supervisor ___________________________ Date ___________________________

Intern/Student ___________________________ Date ___________________________