WEST GROVE CLINIC, LLC

ADDRESS: 10012 W. Capitol Drive – Suite 101
Wauwatosa, WI 53222
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SUPERVISOR/CONTACT PERSON: Jaimie Hauch, LPC, CSAC
DIRECT PHONE #: 414-810-4844 ex. 123
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CLIENT POPULATION SERVED:
Adult and adolescent outpatient mental health & substance abuse

WHAT DAYS/HOURS ARE AVAILABLE FOR STUDENT INTERNS TO WORK?
PLEASE INCLUDE WEEKEND AND EVENING AVAILABILITY:

Must attend weekly staffing noon-1:30 pm Tuesday,
Noon – 3 pm Monday, Wednesday, Thursdays
Some evenings: 4-8 pm

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
See attached West Grove Clinic Intern Program 2016-17 sheet

INTERNSHIP JOB DESCRIPTION/EXPECTATIONS:

See attached

WEBSITE ADDRESS: www.westgroveclinic.com

4/5/17
West Grove Clinic, SC Intern Program 2016-2017

Time Commitment & Licensure Requirement:
- 20hrs per week
- Have or be able to obtain your SAC-IT

Intern Duties:
- Co-facilitate the Intensive Outpatient Program (IOP) (9/hours per week)
- Complete case management duties with each IOP member by meeting with them 15mins per week to obtain member updates, coordinate care, track progress, review urine screens, help establish after care, and work with clients to develop treatment plans
- Coordinate between all practitioners for IOP patients (prescriber, medical director, individual therapist, and IOP therapist)
- Provide weekly progress reports to all treatment providers
- Participate in weekly staffing meetings (Tuesdays from 12-1:30pm, attendance required)
- Document IOP (case notes, treatment plans, etc.) signed by IOP therapist
- Perform IOP assessments (in beginning will be able to observe assessments and eventually facilitate the assessment)
- Organize IOP charts and inventory paperwork
- Organize assessment paperwork and create more intake packets as needed
- Log and analyze tracking sheets for IOP participates before and after IOP
- Track IOP billing
- Prepare IOP materials (eventually will take a lead role with IOP facilitation)
- Track patients during after care
- Complete follow-up calls to prospective patients
- Prepare drug screen paperwork for all providers at West Grove
- Perform urine drug screens for IOP members

WGC requires:
- Time commitment. Intern is expected to attend all IOP sessions and weekly staffing and schedule additional work when supervisor is available.
- High level of professionalism
- Willingness to learn and try new methods
- Flexibility if changes occur
- Independent and self-motivated individual

WGC provides:
West Grove Clinic is a unique facility offering a diverse staff of providers including MDs, DOs, Nurse Practitioners, AODA counselors, Professional Counselors, and Social Workers. Many of our providers carry multiple certifications and board certifications, each bringing a unique approach to the treatment of behavioral health and substance abuse issues. We have specialist in EMDR, Addiction Medicine, DBT, Neurofeedback, Critical Incident Response, Tai Chi, Marriage and Family Therapy, Group Therapy, Intensive Outpatient, and more.

Revised: 1/31/2017
West Grove Clinic, SC
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