

EMPLOYEE ASSISTANCE INTERNSHIPS: A WIN-WIN FOR EA PROVIDERS AND PROSPECTIVE PROFESSIONALS

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INTERNSHIP TRAINING IN OTHER FIELDS, ESPECIALLY MEDICAL

- Apprenticeships have been around for centuries in many fields
- Early internships (apprenticeships), in the 11th century, often required living with and paying the mentor, no option for wages, married applicants need not apply
- Modern medical internships began in the late 19th century
- Now, being treated by an intern is common in teaching hospitals
 - Medical residents
 - Medical interns
 - PT, OT, ST students
 - Counseling students
 - Psychology students
- Why not EAPs?

WHY NOT?

- School systems accept teaching interns with our most valuable possessions—our children
- Government agencies trust interns with our most confidential information
- Hospitals accept interns who work with major medical issues

Why can't we?

Let's pass the torch on!

CACREP REQUIREMENT BASICS

COUNCIL FOR ACCREDITATION OF COUNSELING & RELATED EDUCATIONAL PROGRAMS

- The internship experience follows a complete practicum
- Internship requires 600 clock hours of supervised counseling
- Of which, 240 clock hours are providing direct service.
- Supervision
 - Weekly individual supervision that averages one hour per week of individual and/or triadic supervision provided by
 - (1) the site supervisor
 - (2) counselor education program faculty, or
 - (3) a student supervisor under the supervision of a counselor education program faculty member
 - Plus an average of 1 1/2 hours per week of **group** supervision provided by a counselor education program faculty member or student supervisor under the supervision of a counselor education program faculty member

MORE CACREP REQUIREMENT BASICS

- **Site supervisor requirements**
- Minimum of a master's degree, preferably in counseling, or a related profession
- Relevant certifications and/or licenses
- Minimum of two years of pertinent professional experience in the specialty area in which the student is enrolled
- Knowledge of the program's expectations, requirements, and evaluation procedures for students
- Relevant training in counseling supervision.

WHAT DOES AN INTERNSHIP LOOK LIKE?

First Steps...

- Commit to training EA interns as they operate within your company
- Meet with EAP Intern to determine if is a good fit for company or organization
- Identify the onsite supervisor who will be able to meet with the EAP Intern at least 1 hour a week to staff cases, discuss professional development needs and company protocol.
- Secure confidential space in which to work with EA clients

WHAT DOES AN INTERNSHIP LOOK LIKE?

First Steps, continued

- Ensure onsite supervisor meets minimum requirements in order to supervise students. Most graduate programs require a minimum of 2 years as a licensed counselor, social worker, or psychologist. This may differ for Human Resource professionals and students from other business backgrounds.
- Ensure EAP Intern is able to carry out various EAP responsibilities as required by the university and needed by the company
- Ensure both company and intern understand the University's internship educational requirements, including the number of hours to be completed for internship

WHAT DOES AN INTERNSHIP LOOK LIKE?

Once Intern is Onsite...

- Provide orientation for EAP interns in order to understand the expectations of the company, their role within the company, and align internship responsibilities with University responsibilities
- Ensure orientation process includes information about procedural processes/work manuals, dress code, service model(s) offered by the company, and best practices for providing services to clientele according to the company
- Understand that the intern has specific internship coursework requirements to complete. Often times if interns are not able to complete those requirements, they will not graduate.

WHAT DOES AN INTERNSHIP LOOK LIKE?

Once Intern is Onsite, continued

- Allow opportunities for interns to ask questions/learn about processes and procedures of the company
- Complete internship forms at the end of the internship term. Usually includes: an evaluation form of student, as well as confirmation of hours completed with the EA company
- Consider hiring outstanding interns upon graduation as well as providing ongoing supervision as your new employee works toward state professional licensure requirements
- Interns may need to record some of their sessions via video and/or audio in order to meet curriculum requirements. Most universities already have a release form for clients to sign in order for sessions to be recorded

INTERNSHIP SUMMARY

Sample University Clinical Counseling Internship Guidelines Snapshot

- Require 600 total hours of completed internship
- 240 Hours providing direct clinical services
 - 40 hours can be groups
 - 15 hours minimum supervision per semester or 1 hour of supervision per 40 hours of internship
 - Some sites will simply require 1 hour of individual supervision per week, even if the intern works fewer than 40 hours
- MSW and LMFT requirements are similar

DISCUSSION

EA Internships.

Why can't we?

Let's pass the torch on!

HELP EA COMPANIES REFRAME THE DISCUSSION

- Corporate leadership must embrace the concept
- Financial benefits of additional low-cost labor
- Cutting training costs when interns become employees
- Supervisors grow clinically
- An internship can be seen as an extended job interview that can last up to 12 months
- Universities provide internship guidelines that are carried out at the University and EAP therefore, you don't have to recreate the wheel.
- Most are open to accepting unpaid internship opportunities while gaining valuable, practical experience in their chosen field.
- There are criteria under which students or individuals can work in “for-profit,” private sector internships or training programs without compensation (these guidelines are provided by the Department of Labor).

COST TO EA COMPANIES

- Training time / materials
- Infrastructure
 - Office
 - Software access
 - Liability rider
- Supervision time
- Evaluation time

PROTECTIONS FOR EA COMPANY

- University vetting of intern
- EA company vetting of intern
- Memorandum of Agreement
- Liability insurance provided by University
- In-session or video / audio supervision
- Supervision by
 - Site supervisor
 - Faculty supervisor
 - Group supervision

POTENTIAL ROLES FOR STUDENTS

- Conduct Intakes & Clinical Assessments with “Protective protocols”
- Provide Individual Counseling
- Conduct Mediation Sessions
- Assist with Conducting CISDs
- Conduct Professional & Psychoeducational Trainings
- Analyze Statistical Information Regarding Utilization of Services, Outcomes, etc.
- Provide Staff Development to Current EA Staff Regarding Latest Changes in the Field
- Assist with Policy Development & Changes As Needed
- Assess for Alcohol & Other Drug Use Disorders
- Consult with Community Agencies
- Case Management & Referral
- Assist with Scheduling of Clients

EA INTERNSHIP ADVANTAGES

- Interns have the most recent and cutting edge information from the field.
- Opportunity for the company to receive support in the workplace when budgets don't allow for new hires.
- Maintain profit margins while keeping up with growing service utilization.
- Train and mold individuals for a position in one's company if company has job openings or anticipated job openings.
- Network and collaborate with a University which is another community resource for the company (such as free CEU's for workshops hosted by the school and access to the schools' online research journals).
- Give back to the field of EAP and the local community.
- Assist in building the profession with your EA business vision

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