



INTERNSHIP AND VOLUNTEER PLACEMENT APPLICATION

The Mental Health Association of Nassau County values and relies upon support offered by interns and volunteers. The donation of your time helps to keep our agency vital and has a profound impact not only on the lives of those we serve, but also on our community as a whole. We offer students seeking work experience in the mental health field a meaningful and effective experience. Availability of placements are dependent on the availability of supervisors. Placements are limited, please use the following application to apply. We are looking forward to hearing from you!

For further questions, please contact Amanda Kornfeld at akornfeld@mhanc.org or call 516.387.2607



The Mental Health Association of Nassau County, Inc.
16 Main Street, Hempstead, New York 11550
Phone: 516-489-2322
Fax: 516-485-4314
www.mhanc.org

Internship/Volunteer Application

The Mental Health Association of Nassau County, Inc. (MHANC) does not discriminate against applicants because of race, gender, age, national origin, disability, veteran status, sexual orientation or any other category protected by applicable law. Candidates for placement may request any necessary accommodation to participate in the application process.

Applicants:

- Please attach a current resume that includes employment experience, an internship application from your university (if applicable), letter of recommendation (personal or professional) and the 300 word essay requested in Part II, page 3.
- Please be aware that submitting an application does not guarantee placement.
- Please note that the MHANC requires a minimum commitment of ten (10) hours per week for internship or volunteer.

Part I: To be Completed by the Applicant

Please PRINT OR TYPE all requested information.

Last Name:	First Name:	Middle Name:
Street Address:		
City, State, Zip:		
Date you are submitting this application:		
Primary Phone #:	Primary Email:	
Please list any languages you speak fluently (other than English):		

Please list two individuals as Professional References:

1. Name: _____	Relationship: _____
Phone: _____	Email: _____
2. Name: _____	Relationship: _____
Phone: _____	Email: _____



Please list an Emergency Contact:

Name: _____ Relationship: _____
 Phone: _____ Email: _____

The following sections are for a school credited internship or practicum. If you are filling out this application for a volunteer opportunity, please check here and continue to Part II.

College/University Information:

Internship for which semester(s)? Check all that apply. Fall 20____ Spring 20____ Summer 20____
 Start date: _____ End date: _____

Practicum for which semester(s)? Check all that apply. Fall 20____ Spring 20____ Summer 20____
 Start date: _____ End date: _____

How many hours/week:	Days/week:
College/University:	Degree to Be Earned:
Expected Graduation Date:	Grade Point Average:

College/University Program: Undergraduate Graduate Other: _____

Field of Concentration:

Social Work Counseling Psychology Public Health Sociology
 Public Policy Cultural Studies Human Resources Communications
 Nonprofit Management Foreign Language (please specify): _____
 Other (please specify): _____

College/University Contact:

Contact's Email:

Contact's Address:	Contact's Phone:
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Please list all educational institutions you have attended since graduation from high school:

1. School: _____ Did you graduate? Yes No

Degree Earned: _____ Year? _____ Major Course of Study: _____

Location: (City, State, Country): _____

2. School: _____ Did you graduate? Yes No

Degree Earned: _____ Year? _____ Major Course of Study: _____

Location: (City, State, Country): _____

3. School: _____ Did you graduate? Yes No

Degree Earned: _____ Year? _____ Major Course of Study: _____

Location: (City, State, Country): _____

Part II: Personal Statement
Please PRINT OR TYPE all requested information.

Please describe why you are interested in working in human services, any unique qualifications and skills you bring to the field and experiences relevant to working with diverse populations. Be sure to let us know the specific program and population(s) with which you wish to focus your internship experience and why. Please answer in no more than 300 words and include as a separate document to this application.

Part III: Program/Department of Interest
 Please refer to overview of programs at the end of this form
Please indicate all interests.
Please also note that Gathering Place PROS is currently the only available clinical placement.
*An * denotes placements reserved for graduate students*

<input type="checkbox"/> Accounting * <input type="checkbox"/> Advocacy, Education, & Training <input type="checkbox"/> Care Coordination <input type="checkbox"/> Community Living Program <input type="checkbox"/> Financial Management <input type="checkbox"/> Gathering Place PROS (<i>clinical placement</i>) *	<input type="checkbox"/> Gathering Place PROS –Front desk <input type="checkbox"/> Human Resources * <input type="checkbox"/> Peer Services – Turquoise House <input type="checkbox"/> Quality Assurance <input type="checkbox"/> SOAR <input type="checkbox"/> Vet2Vet
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Part IV: To be Completed by:
Intern Applicant and College/University Contact
OR
Volunteer Applicant

Please PRINT OR TYPE all requested information.
An * indicates a field to be filled out by all applicants

Our regular program hours are Monday-Friday, 8:30am-4:30pm or 9am-5pm. We are not able to accommodate placements outside those hours.

*Briefly describe your placement requirements/availability:

*Days per week: Mon Tue Wed Thu Fri

*Total # of hours per week: _____ Total # of hours required for internship: _____

Hours/ Week of required supervision: _____ Total # of face-to-face client hours: _____

Required qualifications of supervisor (degree, licensure, experience, etc.):

LMSW / LCSW LMHC LMFT Master's Bachelor's Other: _____

Please list any additional requirements, pertinent information or comments below:

Signature of University Contact: _____ Date: _____

I affirm that the information provided in this application is accurate and complete to the best of my knowledge. I understand the application does not guarantee placement with the Mental Health Association of Nassau County, Inc. I understand the internship placement may be terminated at any time if conditions warrant it.

*Signature of Applicant: _____ *Date: _____



The Mental Health Association of Nassau County is committed to improving mental health and wellness in the community through the delivery of direct services, as well as through advocacy, education and training of behavioral health care professionals. We strive to eliminate the stigma surrounding mental illness.

Placements at MHANC (by department in alphabetical order):

*Please note that Gathering Place PROS is currently the only available clinical placement.
An * denotes placements reserved for graduate students*

Accounting *: Accounting interns have the opportunity to learn and gain first-hand experience in a real accounting department. They help perform research, prepare financial reports, and assist with reconciling accounts and other duties, as needed.

Internship experience will include: Shadowing members of the Accounting department as they perform their duties, assisting with research, filing, data entry, and recording and maintaining accurate and complete financial records, and taking on additional tasks or projects to learn more about accounting and office operations.

Advocacy, Education & Training: Community based psycho-educational training for behavioral health professionals and the community at large. Community Outreach and Education – Provide information and educational materials to increase the public awareness about mental health issues and community-based resources. Adult Family Support – Weekly support groups for adult family members and friends of consumers living with mental illnesses.

Internship experience will include: Support with educational activities, outreach, and community engagement, information and referral, public relations work

Care Coordination: Provides a care coordinator to help individuals navigate the mental health system and link them to needed services and supports in the areas of health, financial entitlements, housing, educational and vocational needs.

Internship experience will include: Outreach mailing letters, finding linkages to community resources, client contact via telephone and face-to-face, and tracking data

Community Living Program (CLP): Supported Housing – Provides housing opportunities for people living with mental illness to live independently.

Internship experience will include: Observing intake and screening potential for new residents, behavior planning sessions, assisting in implementing plans, assisting with ADL and social skill development, attending professional meetings and trainings (orientation, case conferences, staff meetings), accompanying staff and residents to medical appointments, and accessing case records and learning about record documentation.

Financial Management: Helping those living with mental illness regain their financial independence.

Internship experience will include: administrative work, phones, filing, and assisting staff, reviewing consumer budgets, completing SSA documentation with input from Financial Management staff, case management, and consumers



Gathering Place PROS : Day program focusing on Personalized Recovery Oriented Services, where adults with mental illnesses actively participate in skill development toward employment, housing, education, wellness self-management and improving their health while working toward community integration.

*Clinical Internship experience will include: Providing individual counseling (under licensed supervision); attending staff meetings and weekly supervision; design and implementation of treatment plans; progress reporting, psychosocial assessments. Interns are trained in group and individual counseling by "shadowing" an assigned counselor and attending all group and individual supervision sessions as well as other staff meetings such as in-service trainings and orientations, and daily staff meetings.

Gathering Place PROS-Front desk: This is a highly interactive position and requires a desire to communicate and build relationships with our community. This placement offers insight into what goes into the general management of a day program through mentorship and observations with administrative and clinical staff of the PROS program

Human Resources *: Learn the key role of compliance and employment law regarding confidentiality, maintenance of employee files and forms management.

Internship experience will include: Assisting with recruiting & hiring process which includes: reference checks and new hire orientation, generate/create reports and templates, and work on other various projects as needed.

Peer Services – Turquoise House - A peer-run temporary housing program that allows guests to use crisis as an opportunity, providing connection, hope, and a successful alternative to hospitalization.

Internship experience will include: Shadowing a Certified Peer Specialist, interns will assist with crisis support, finding linkages to community resources, providing support services via telephone and face-to-face, and tracking data.

Quality Assurance: Ensures compliance with all internal and external programs standards and promotes continuous quality improvement for all programs at MHANC.

Internship experience will include: Administrative and clinical review of records, and health administration.

SOAR - Socialization and Recovery Program. SOAR is a "Clubhouse-like" peer-run program for recovery and social skills. Interns will work closely with peer specialists.

Internship experience will include: Providing individual counseling (under supervision); attending staff meetings and weekly supervision; design and implementation of treatment plans; progress reporting, psychosocial assessments.



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Vet2Vet - Veterans Peer Support and networking groups for Nassau County Veterans and Veterans Health Alliance of Long Island (VHALI) - building a friendly veteran community by promoting the health and well-being of Long Island veterans and their families through advocacy, outreach, training, peer support and awareness.

Internship experience will include: Assisting in peer support for veterans and family members, assisting in conference and event planning, administrative work and tracking data.

Part V: To be Completed by MHANC Staff

Date of Application Receipt: _____ Screening Date: _____ Recommended for placement? _____

Program Placement: _____ Field Supervisor: _____

Orientation Date: _____

Signature: _____ Date: _____