

Position: Recovery Counselor and or/ Case Manager Student Intern/Volunteer

Name and location of the unit: Asian American Recovery Services
253 South Street, 2nd Floor
New York, NY 10002

Reports to: One of the Licensed Mental Health Counselors

Minimum Qualifications:

- Currently enrolled in a bachelor's or master's program in psychology, counseling, or social work and is required for a one-year internship/fieldwork experience
- Will be able to commit for a full calendar-year of internship/volunteer
- Can speak at least one dialect of Chinese fluently

Case Manager Student Intern/Volunteer will be trained to provide the following tasks.

- Provide case management services and referral services for clinic clients
- Provide structured groups for clinic clients
- Work with managed care insurance companies to ensure authorization of clinic clients' treatment needs
- Performing program administrative function as assigned by supervisor.
- Involve in research and outreach activities as assigned by supervisor
- Maintain reports and documentation according to established OMH, OASAS and HMMH protocol
- Attend weekly staff administrative meeting and other in-service training seminars

Recovery Counselor Student Intern/Volunteer will be trained to provide the following tasks.

- Perform screening /intake: Interview clients, family members, and other significant members to obtain information for admission.
- Performs individual and group counseling under the direction of appropriate supervisor.
- Complete and maintains up-to-date accurate clinical records such as progress notes, comprehensive evaluation, treatment plan, and reports regarding the patients' progress, services provided, and other required information.
- Provide patients or family members with information about addiction issues and about available services and programs, making appropriate referrals when necessary.

- Coordinate counseling efforts with mental health professionals and other health professionals such as doctors, nurses, and social workers.
- Provide case management services for program patients.
- Provide community outreach and educational activities to Asian American community.
- Performing program administrative function as assigned by supervisor.
- Attending weekly staff administrative/high risk meeting, supervision, and other in-service training when appropriate.

To Apply:

Submit cover letter and resume to: Ms. JJ Hung, LMHC, CRC, CASAC-G
jjhung@hmhonline.org

Hamilton-Madison House is under no obligation to offer full-time or part-time employment to the student prior or after graduation. Likewise, the student is under no obligation to Hamilton-Madison House after completion of the prescribed work period(s).