

High School Co-operative Education Placement Description

Department/Program:	Womankind	Location	Offsite – 431 Whitney Ave
Manager	Kari Whitelaw	Placement Supervisor	Kari Whitelaw
Hours for Fall/Winter placement	PM placement	Dress code	Security ID Badge Professional Image Standard
Department/Program Description			
<p>Womankind Service is unique and is designed to help women with substance use issues to find their own recovery. Women 16 and over, under 16 for withdrawal management needs consent, and support provided to families Withdrawal management Service and Addiction treatment for women from all walks of life</p>			
Duties & Responsibilities		Learning Opportunities	
<ul style="list-style-type: none"> - Organize storage areas, donation room and staff areas - Assist with typing letters and correspondence to various organizations and other administrative duties as required - Assist with making documents and doing updates on all forms and program material - Share skills in events and activities such as resume writing, reading comprehension and crafts - Other miscellaneous duties 		<ul style="list-style-type: none"> - Gain a better understanding of diversity and working within a trauma-informed approach how to assist clients in their recovery. - Gain valuable knowledge of community resources and operational practices within the agency. - Opportunity to enhance computer skills and administrative duties. 	
Desired Skills		Student Expectations	
<ul style="list-style-type: none"> - Female - No active use of substances while on property - Solid Boundaries, sound judgment, open mindedness and self-awareness - Respectful of individuals who have addiction problems - Resourceful to find way to assist with staff - Ability to stay calm and work in a busy/stressful environment - Excellent observational skills - Additional languages may be beneficial - Comfortable with extended standing and walking - Good hearing and visual acuity - Expectations include maturity to recognize need for sensitivity to the patients' privacy and to provide support for patients, families and visitors - Ability to follow directions - Attention to detail ensuring accuracy at all times - Maintains professional /mature behaviours (i.e., no texting or use of personal or program computers for MSN etc.) - Confidentiality is vital whether it be pertaining to the duties or overhearing personal information, treatment, care etc. 		<ul style="list-style-type: none"> - Complete and submit organization's immunization form by the given deadline. If form is not submitted on time, placement start date is delayed - Attend and participate in a general hospital orientation prior to the beginning of your co-op placement - Review and sign a confidentiality agreement. Ensure that you are upholding the confidentiality of our patients, visitors and family. - Complete the Unpaid Learner Safety & Training Compliance Record and return to Co-op Coordinator within 5 days of start of placement - Follow proper hand hygiene protocols and practices while at placement - Be aware of emergency response plans. Be a part of code drills as well as be aware of emergency preparedness procedures of your unit/clinic/placement - Follow directions given by co-op coordinator and placement supervisor, asking for clarification when needed - Do not give advice regarding treatment or care - Follow policies and procedures outlined in Co-op Reference Guide, given through email before the orientation 	

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	<ul style="list-style-type: none"> - Follow corporate professional image standard - Arrive on time ready to begin and leave at the end of allotted placement time - Take full advantage of learning opportunities while completing placement - The intent of co-op placements is to provide students interested in careers in healthcare with an opportunity to learn about a wide variety of careers and therefore are not intended to replace staff. 		
Learning Map (Subject to change throughout placement)			
<p><u>Week 1 – Orientation:</u></p> <ul style="list-style-type: none"> -Tour, code instructions -Specific information regarding privacy of information and patients’ rights, for example, introducing student as a high school co-op student and asking the patient for permission before proceeding with actions -Infection control measures -Schedule for placement – start/finish/break times -Absence, accident, incident process -Appearance requirements, policies (scent, footwear, etc) -Roles of staff and volunteers at Womankind. -Occupational safety requirements. <p><u>Week 2 to end of term:</u></p> <ul style="list-style-type: none"> -Hands on/Experiential observation -Administrative support -Organizing and preparation of group material for next cycle -Involvement in recovery related activities -Data gathering and input -Observing treatment group -Minute taking in house meetings and staff meetings <p><u>Final Week of Placement:</u></p> <ul style="list-style-type: none"> - Reflection of placement 			
Approved By:		Date:	
Approved By:		Date:	