

High School Co-operative Education Placement Description

Department/Program:	Womankind	Location	Offsite – 431 Whitney Ave
Manager	Pam Johnston	Placement Supervisor	Kari Whitelaw – Clinical Supervisor Team Lead: Cassandra McPherson
Hours for Fall/Winter placement Summer Placement	AM placements start (negotiable)	Dress code	Security ID Badge Professional Image Standard
Department/Program Description			
Womankind Service is unique and is designed to help women with substance use issues to find their own recovery. Offer a variety of programs and services from telephone support to residential withdrawal program and residential treatment program.			
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 on 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		Working Conditions	
<ul style="list-style-type: none"> - Female, transgender, gender diverse folks - 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 ways 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 always ensuring accuracy - Maintains professional /mature behaviors (i.e., no texting or use of personal or program computers for MSN etc.) 		<ul style="list-style-type: none"> - Work hours will be based on school requirement and can be flexible with hours - Break room with fridge, microwave and locker for personal items - Most work will take place indoors, there will be tasks that require going outdoors - Scent-reduced environment - Will always be working with clinical staff - A positive work environment – compassionate team members 	

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<ul style="list-style-type: none"> - Confidentiality is vital whether it be pertaining to the duties or overhearing personal information, treatment, care etc. 			
Learning Map (Subject to change throughout placement)			
<p><u>Week 1 – Orientation:</u></p> <ul style="list-style-type: none"> -Tour -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:	