United Planning Organization (UPO)
Washington, DC

Mission Statement:  Uniting People with Opportunities

Internship Title:  Substance Use Treatment Intern

On-site Supervisor/Co-educator:
Name: Jacqueline Hamilton
Title: Supervisory Treatment Counselor
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Telephone: (202) 682-6584
Mailing Address: 1900 Massachusetts Avenue, SE, Building #13, Washington, DC 20003

Additional Contact: Bernardette Ferrell (202) 231-7945 bferrell@upo.org

Duties/Project Description:
• Assist in researching and applying federal laws and regulations to treatment protocols;
• Assist in documenting medical, clinical and administrative policies and procedures for designated services within the center;
• Assist in researching materials for updating protocols and policies;
• Assist in performing compliance audits;
• Assist in maintaining and updating files and records;
• Assist in identifying community resources to address client psychosocial needs;
• Assist administrative and case management staff as directed.

Qualifications:  Demonstrated ability to maintain 100% confidentiality; Strong customer service skills; Exceptional written and oral communication skills; detail oriented; excellent organizational, time management and planning skills; ability to work proactively with other team members; proficiency in Word, Excel, and PowerPoint.

Orientation Plan:  Site/Welcome Orientation scheduled for June 8, 2015 (9:30am)

Supervision/Mentor Schedule:
Monday-Friday (9am-5pm)

Non-English language requirement?
None

Working Conditions:
Office Space, Computer, Phone

Preparation:
None

REV: July 2014
Is the organization accessible via public transportation? Yes

Does the internship require use of personal vehicle? No