



North Node Wellness, Inc.

Unlocking your potential!

**Recreation Therapy
Internship Manual**

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About Us

We are a counseling and wellness firm that has been providing services to the community for over 10 years. We have a team of highly trained and knowledgeable staff that is dedicated to helping you meet your personal goals. We are a woman and minority owned and operated business committed to strengthening our community.

Currently we provide Behavior Management and Recreation Therapy to Individuals with Intellectual and Developmental Disabilities through the Indiana Medicaid Waiver. We provide services to individuals receiving the Community Integration and Habilitation, Family Supports, and Traumatic Brain Injury Waivers. We are currently community based with access to a full fitness center complete with therapy rooms, two pools including a therapy pool, complete work out room and training center, walking track and 7 basketball courts.

We offer an array of holistically focused, complementary services such as Mindfulness training, Career and Spiritual Life Coaching, and Reiki. Whatever your wellness goals, we can help tailor a plan that will meet your needs.

We have a dedicated team of caring professionals ready to help you navigate through difficulties you may be experiencing. We provide services to Individuals, Couples, and Families in many areas of need including marriage repair and maintenance, parenting skills, and LGBT needs and concerns.

MISSION

Our goal is to facilitate growth from a holistic perspective while providing compassionate, client-centered care.

Agency Internship Expectations

In accordance with the NCTRC 2016 Therapeutic Recreation Therapy Internship requirements the following are the expectations of North Node Wellness, INC of the intern:

1. A minimum of 14 week, 560 hours are to be completed consecutively.
2. The experience must be continuously. If a break occurs (i.e. a major illness or injury) it is up to NCTRC not the agency internship supervisor to determine if the placement can continue or needs to start over.
3. The student cannot work less than 20 hours or any more than 45 hours a week.

Reimbursement/Payment

North Node Wellness, INC will not be able to provide financial hourly or salary payment or stipend to the student.

Lodging and Transportation

The student is responsible for providing his/her own transportation to the designated meeting point for the beginning and end of each day. Due to the nature of the clinical setting (community based), the intern will travel for their entire day with the internship supervisor during the first half of the internship. The student then will provide his/her own transportation to designated location for social groups. North Node Wellness, INC is not responsible for providing lodging for all learning experiences associated with the Internship including but not limited to attending a conference.

Dress Code

We currently do not have a dress code at North Node Wellness, INC. The student may wear any attire they wish within reason that does not contain explicit or sexually inappropriate display. This includes bathing suits. The student should remember when dressing for each day the population that is served may have sexually inappropriate tendencies and should dress modestly.

Attendance

The student is required to complete their 560 hour minimum within at least 14 weeks.

There are to be no breaks during this experience. There is no set schedule for onsite supervisors but the intern can expect to attend the majority of their experience between

the hours of 9am-6pm each weekday. The intern is not expected to attend any activities on weekends unless previously discussed and agreed upon by both site supervisor and student.

Professionalism

The student is expected to act as a professional at all times. This includes dress, interaction with clients and staff, attendance, communication, documentation etc... Overuse of cell phones including facebook, texting and non-experience related phone calls is not professional. Acceptable use of the telephone including research including websites like pinterest, www.recreationtherapy.com and other experience related pages, communicating with other paraprofessionals and medical/family emergencies. A “do as little as possible” approach to the completion of documentation, planning, implementing and therapeutic relationship with clients is not tolerated. If it has to be addressed more than one time during the experience, the internship will be terminated and the student not welcomed back at the agency.

How to Obtain an Internship And What Should You Expect

1. Please contact the Agency Program Supervisor at the following contact info:

Lori Schweyer, CTRS

260-403-0627

lorischweyerrt@gmail.com

www.Keystoyou.com

Preferred method of contact is by phone where the student will be asked to discuss their interest in placement with North Node Wellness, INC. During the preliminary phone interview, the student will be asked to send a resume with experience in recreation therapy to the address above. If the agency is interested in the student, they will be contacted to meet for a face-to-face interview with the program supervisor and CEO of North Node Wellness, INC.

2. If an offer of placement is extended to the student, they will be required to provide the agency supervisor with the following documentation a minimum of 3 weeks prior to the beginning of the internship:

1. Copy of Driver's License
2. Copy of county criminal history (county they reside in)
3. Negative TB test (can be obtained at most stat care locations)
4. Copy of liability insurance (usually provided by University)
5. CPR certification

During the Internship

Week 1-6

1. Shadow the onsite supervisor. Attend all meetings, trainings and/or committee's that occur during this time.

2. The intern will come in contact with 15- 20 different clients each week. Begin to become familiar with each of these individuals' treatment plans, medical and behavior needs, team members and case related information.

3. The intern will observe and begin to complete checklist assessments completed during the first 6 weeks. The amount of assessments depends on the time of year and client needs.
4. The intern will begin to become familiar with and begin to write progress notes, treatment plans, and quarterly reports. (A minimum of 10 of each treatment plan and quarterly will be completed over the course of the entire internship. The student will complete progress notes for every interaction with clients)
5. The intern will complete any university required papers or projects required.
6. The student will be invited to attend any company gatherings.

Week 7-14

1. The intern will complete the remaining 10 treatment plans, quarterlies, and assessments required from the agency.
2. The intern will continue to complete progress notes for each interaction between the student and clients or team members.
3. The intern will chose between 4-6 clients (depending on intensity of the cases) to continue to follow and work with through the end of the experience. The site supervisor will choose a minimum of 2 of these individuals for the student. The student will be allowed to choose the remaining individuals. The student will be required to complete all documentation regarding this individual.
4. The student will direct between 2-4 social groups. The student will be required to develop, name, advertise, plan, direct and evaluate each group experience. Time will be given during each week for all of the above expectations to the student.
5. The student will be evaluated for each group session by all professionals (ie recreation therapists or behavior consultants) attending each group activity as to give constructive guidance to the student to improve leadership skills and group activity success.
6. The Intern will be required to lead two separate continued education trainings with North Node Wellness, INC professionals. The first training will include the social groups that are being implemented by the student. This will allow others to ask questions and give suggestions to the student for each group. The other training is student choice but is required to be approved by the site supervisor. Each training is approximately 1 hour.
7. The student will complete any university required projects or papers.
8. The student will be invited to attend any company gatherings.

After the Internship

1. The Intern is encouraged to keep in contact with the site supervisors and others within the company for resources and references.
2. Employment maybe offered at the end of the intern experience.

NCTRC Job Tasks Domain

Professional Relationships and Responsibilities

The student will be tasked with establishing and maintaining working relationships with clients, guardian, staff, behavior consultants, music therapist and case managers. They are to attend interdisciplinary team meetings to plan and evaluate the individual's current status.

They will be participating in and directing in-service trainings and staff development and will be asked to participate in multiple committees for the agency including a human rights committee.

Assessment

The student will completing a checklist assessment while using the client, staff, observations and previous documentation on each individual to compile a list of potential goals and objectives.

Plan Interventions and/Or Programs

The student will be tasked with writing treatment plans to address current needs discovered during the assessment process. After the treatment plans are completed, the student will be required to develop treatment activities to assist the individual with reaching that goal.

The student also will plan social groups including developing a name, plan interventions, locations, cost and potential goals of the program.

Implement Interventions and/or Programs

The student will be implementing on a 1 on 1 basis daily a planned activity as well as in a group setting during social groups. During the implementing phase, the student will be responsible for measuring effectiveness of the activity.

Evaluate Outcomes of the Interventions/Programs

The student will complete progress notes after each interaction for the individual including tracking successful and unsuccessful trials for each goal. The student will also be completing quarterly reports which is a three month summary of the clients progress towards his goals. He/She will be required to list the activities the client has engaged/participated in.

While completing social groups, the student will again be required to complete a group progress notes and be required to list the successful part of the program and others that may need to be changed. The student's program will also be evaluated by other professionals that attend the groups.

Documentation of Intervention Services

The student will be completing progress notes including progress towards goals and clients appeared preferences to activities. He/She will also be required to document any behaviors to the behavior consultant either on the client's behavior tracking sheets or by phone/email.

Treatment Teams and/or Service Providers

The student will have the opportunity to work closely with behavior consultants with and outside of North Node Wellness, INC. They will also be working in interagency teams that may include but are not limited to a residential provider, music therapy provider, and case management provider. The will be given the opportunity to report directly to these teams the client's current progress towards his/her recreation therapy goals.

Develop and Maintain Programs

The student will be required to develop and maintain a minimum of 2 maximum of 4 social groups to be managed by the student themselves. He/She will be tasked with planning of the activity including equipment or materials needed (provided by North Node Wellness, INC within reason). He/She will also be responsible for advertising within the agency, leading the group and evaluating its outcome.

Manage TR/RT Services

The student is responsible for completing written summaries of the TR/RT services including progress notes and quarterly reports. He/She will also be tasked with completing two separate trainings of North Node Wellness, INC professionals.

Awareness and Advocacy

The student will be given the opportunity to advocate for the served individuals rights during each interaction and at interdisciplinary team meetings. He/She is also able to attend a community awareness event if it occurs during his/her internship.