Site/Agency Agreement

A placement and its fulfillment involves not only the interests of the intern/trainee, but also the interests of the host agency or school, site supervisor, clients of the agency, and the relationship of mutual support and accountability between all parties. Important aspects of this relationship are set forth below. This document serves as a contract agreement between all parties.

- An intern is defined as a currently enrolled student in an accredited institution of higher learning who is completing an internship in cooperation with the institution.
- A trainee is defined as an individual who is seeking work experience hours toward an addiction counselor credential in Colorado (not a student).
- Interns and trainees shall hereinafter be referred to in this document as "supervisee" and Clinical Supervisor shall hereinafter be referred to in this document as "supervisor."
- Interns and trainees may hold positions that are paid, unpaid or partially paid in the form of a stipend.

Intern/Volunteer/Trainee Information:

Name: _____

Address: _____

_____

Telephone: _____

Email: _____

College (if app.): _____

Site Information

Agency:_____

Address:_____

_____

Telephone: _____

Supervisor:_____

Email: _____

Internship/Training Information:

Position title (intern, trainee): _____.

Internship/Training is to be completed between: _____ 20___ and _____ 20___.

The position will require _____ hours/week, and a total of _____ hours.

Intern/trainee will be on-site (days of week and times):

_____.

Intern/trainee is specifically gaining hours as a CAC candidate (Y/N): ____ (level)___.

Compensation for this position will include (if applicable):

_____.

Professional liability will be covered by _____.

Position requirements include:

_____

_____

_____
_____.

Training goals include:

_____
_____
_____
_____.

Application Requirements

- Applicant has submitted all required application material (e.g. cover letter, application forms).
- Applicant has provided evidence of all education, training, and experience relevant to the proposed position.
- Letters of recommendation, if required, have been provided from persons able to attest to applicant's ability to fulfill the requirements of the position.
- A criminal background check has been conducted regarding applicant's appropriateness for the position.
- If the applicant is a self-reported recovering person, additional paperwork must be completed.

Site Requirements

- Site will provide training and orientation necessary to prepare the supervisee to function in their position within the organization.
- Clinical supervision of no less than three hours per month shall be provided for those seeking work experience hours to be applied toward a CAC I or CAC II application. Clinical supervision must be provided by an individual holding a current CACIII or LAC in good standing and will be provided on site, if possible.
- Clinical supervision of no less than two hours per month shall be provided for those seeking work experience hours to be applied toward a CAC III application. Clinical supervision may be provided by a CAC III, LAC or other qualified supervisor as defined in the CAC Handbook for Addiction Counselors.
- In certain instances, clinical supervision may be arranged by the supervisor to occur offsite and shall be coordinated with the administrative supervisor in the agency.
- Supervisee will be provided with an adequate workspace to include appropriate technology (e.g. computer) reflecting the position requirements.
- Site will demonstrate policies and procedures that meet or exceed professional and ethical standards.

Position Requirements

- The supervisee is bound by all standards as set forth by the agency, professional ethical standards, as well as all applicable state and federal laws. Failure to uphold these standards may result in immediate termination.
- The supervisee will provide services consistent with agency standards. An orientation will be provided by the agency and supervisee shall be familiar with Policies & Procedures, agency licensing status and related requirements, and issues regarding professional liability.
- The agency shall provide a disclosure statement for the supervisee reflecting current academic and regulatory credentials along with the name and credentials of the supervisor.
- The supervisee will maintain appropriate boundaries and professional relationships with clients and their families, as well as with supervisor and staff.
- The supervisee will report immediately to their supervisor personal issues related to substance use involving the law; complaints lodged against them at DORA; other issues that could impact the safety to practice, such as mental health or medical issues; and any other issue that could impact client safety or the provision of quality treatment services.
- An agreement has been reached regarding number hours per week, total number of hours, start date, and projected end date of the position and a set schedule, if possible, has been drawn for the position.
- Responsibilities of the position have been explicitly explained and agreed upon. Also, specific training goals have been agreed upon. Responsibilities and goals are in accordance with the intern/volunteer/trainee level of education and professional experience.
- If applicant is a current enrolled student (intern), agreements have been reached regarding specific requirements of the practicum/internship as outlined by the involved academic program, and all applicable paperwork has been attached.
- Opportunities for audio and videotaping will be made available, as required.
- The supervisee is required to:
    a) Be aware of HIPAA and 42 CFR confidentiality regulations and protect the confidentiality of each and every client.
    b) Report suspicion of and/or direct knowledge of child abuse and/or neglect.
    c) Maintain a current Mandatory Disclosure Statement and inform clients of the name and credentials of his/her supervisor.
    d) Not practice psychotherapy beyond the scope of his/her competence, training, education, or experience.
    e) Report client intent to harm self or others and warn any intended victim and law enforcement.
    f) Not violate any of the Prohibited Activities in the Colorado Mental Health Practice Act (CRS 12-43-222).

g) Register with State of Colorado psychotherapist database, unless otherwise exempt.
h) Properly handle transmission, recording and storage of confidential records and media.
i) Report ethical or legal violations of other healthcare professionals to DORA as required by the Addiction Counselor Certification and Licensure Rules.

- Use of agency computers and telephones are only for work related purposes and essential personal matters.
- The supervisee will be subject to periodic evaluation of their performance.
- The supervisee shall maintain confidence regarding internal agency and personnel affairs, both during and subsequent to, agency placement.

I hereby agree to abide by the stipulations of this contractual agreement.

_____ _____

Intern/Trainee (Supervisee) signature Date

_____ _____

Clinical Supervisor signature Date

_____ _____

Agency Director/Owner signature Date