

**Job Title:** Bachelor level student field placement at Evergreen Wellness

**Reports to:** Megan Logan

**Job Status:** Temporary

**Job Type:** Intern Field Placement

### **General Description:**

The Field Placement opportunity at Evergreen Wellness is tailored for Bachelor-level students pursuing degrees in mental health-related fields. This placement offers exposure to the operational and administrative aspects within a healthcare setting, focusing on learning and support roles while gaining insight into clinic operations.

### **Duties and Responsibilities:**

#### *Operational Support:*

- Assist in administrative tasks, including scheduling appointments, maintaining records, and supporting billing processes under supervision.
- Gain exposure to operational workflows, observing and learning how a healthcare clinic operates on a day-to-day basis.

#### *Observation and Learning:*

- Shadow and observe licensed clinicians and administrative staff, gaining insights into their roles, responsibilities, and interactions with clients and patients.
- Participate in case discussions and team meetings to understand clinical processes and multidisciplinary collaboration within a healthcare environment.
- Engage in direct client contact in non-clinical interventions as directed by supervisor.

#### *Project Assistance:*

- Support ongoing projects in areas such as marketing initiatives, community outreach, or human resources by assisting in research, data collection, or administrative tasks.
- Contribute ideas and participate in discussions related to business development or clinic improvement projects.

*Learning and Development:*

- Attend educational sessions, workshops, and training programs designed to supplement academic learning with practical exposure to mental health practices or healthcare administration.

**Qualifications and Skills:**

*Educational Background:* Pursuing or holding a Bachelor's degree in a mental health-related field (Psychology, Counseling, Social Work, etc.) or a field related to Business Administration, Human Resources, or Business Development.

*Interest and Commitment:* Demonstrate a genuine interest in mental health services or healthcare administration and a commitment to learning about clinic operations in a supportive capacity. Exhibit enthusiasm, adaptability, and a willingness to learn and contribute positively in a healthcare setting.

*Communication and Collaboration:* Possess strong communication skills, both verbal and written, and the ability to collaborate effectively within a team-oriented environment. Showcase professionalism, empathy, and a client-centered approach or business acumen, depending on the placement area.

*Computer Proficiency:* Have basic computer skills, including familiarity with Microsoft Office applications and the ability to navigate electronic systems for administrative purposes.

**Conclusion:**

In conclusion, the Field Placement opportunity at Evergreen Wellness offers Bachelor-level students exposure to the operational and administrative facets within a healthcare setting. With reduced emphasis on direct clinical involvement, this placement aims to provide a comprehensive understanding of clinic operations while supporting students' academic learning and professional development in mental health or business-related fields.