

Intern Assignment Description

Job Title Forensic Services Intern	Department Health and Specialty Care System
Reports To Kaylee Reza, LCSW (Admissions Management Coordinator)	Location Currently remote, possibility to have in person office days on Wednesday depending on community COVID rates

Purpose

The *State Hospital Forensic Services & Medicine Team* seek a current social work graduate student who is interested in clinical social work within the context of policy and macro-level work. This internship will provide an opportunity to gain experience with forensic mental health services and programs at the state level. Additionally, there will be opportunities to work on individual cases of those who have been found Incompetent to Stand Trial or Not Guilty by Reason of Insanity. There will be limited face to face contact with clients, though ample opportunity for collaboration and advocacy on clients' behalf.

Educational Requirements

Full or part time student, in good standing, pursuing a Master's Degree in Social Work at an accredited college or university. Focus on policy, program evaluation, and mental health preferred.

Experience Requirements

- Demonstrated knowledge of mental health diagnoses (preferably having already completed coursework on diagnostic criteria)
- Demonstrated ability to maintain productivity in a fully remote or hybrid position
- Skilled in basic use of Microsoft Outlook, Excel, Word, Power Point
- Knowledge of HIPAA and confidentiality requirements
- Effective verbal, written, and interpersonal communication skills with both internal and external stakeholders

Other Requirements

- Interest in both macro/policy social work, as well as clinical social work
- Familiarity with the criminal justice system, Texas mental health system, and issues involving competency to stand trial

Duties

- Participate in a variety of workgroups, including Admissions Management, Jail In-Reach Learning Collaborative (program development, implementation, and evaluation, and monthly technical assistance calls), Forensic Services Subcommittee, Forensic & Continuity of Care Collaborative, Competency Restoration Monthly Technical Assistance, and any other relevant meetings or workgroups.
- Admissions Management duties, including learning Clinical Security Review process and conducting Clinical Security Reviews (with supervision), identifying cases appropriate for alternate disposition (individuals who are not likely to restore to trial competency) and assist in collaboration with local forensic teams (jails, judicial parties, attorneys, local mental health authorities) to explore other options for case resolution, advocating for individuals to participate in the least restrictive form of competency restoration (outpatient competency restoration programs or jail-based competency restoration programs), and identifying those on the waitlist who may be competent to stand trial and facilitating Standardized Clinically-Based Competency Screen (SCCS) for competency and re-evaluation, if appropriate.
- Maintain documentation related to all correspondence, including emails and phone calls, and relay pertinent updates to team members in a timely manner.
- Perform other duties as assigned.

Time Requirements

Minimum 2 days a week (15 hours)

HIPPA Training Required <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	PHI Form Completed (SSLC only) <input type="checkbox"/> Yes <input type="checkbox"/> No	Computer Security Required <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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Salesforce Volunteer Database Assignment for Entry Purposes (for SSLC and State Hospital only)

☐ **Supersedes all previous position descriptions**

Date Approved	Approved By	Title
Department	Facility Name	