



Los Angeles Centers for Alcohol and Drug Abuse (L.A. CADA)  
12070 Telegraph Rd., Suite 207  
Sante Fe Springs, CA 90670  
(562) 777-7500

Position Description:  
AOD Internship

**Position Summary:**

Under the supervision of an L.A. CADA supervisor, manager, and or coordinator, the AOD intern will experience and learn the policies and procedures of substance and alcohol abuse prevention, treatment and care, per the intern's respective university and or collegiate requirements.

Work Schedule: TBD

**Primary responsibility to follow the instruction and guidance of the site and or program supervisor. Responsibilities include, but not limited to:**

- Work collaboratively with Clinical Supervisor, Managers, Coordinators, and other staff and interns;
- Provide clients with basic information regarding outpatient and community programs and services;
- Data entry, including Accu-Care, Sage, etc.;
- Assist in telehealth services for patients unable to meet in-person
- Plan treatment, prevention and care protocol for direct services;
- Maintain communication with university or college regarding the adequate fulfillment of practical credit hours;
- Implement solutions using client-centered and trauma-informed care protocol.

**Qualifications:**

- Must have a reliable source of transportation;
- Valid California Driver's License and proof of personal auto insurance is required. Hire is contingent upon agency insurability;
- Not currently on probation or parole. Must be discharged for at least three years;
- Ability to maintain healthy and appropriate boundaries with employees, interns, volunteers;
- Ability to work in a team environment;
- Good interpersonal skills;
- Calm and professional demeanor when interacting with patients;
- Ability to quickly change approach as necessary for the proper care and safety of patients and staff;
- Effective communication skills, including strong verbal and writing skills;
- Attention to detail; ability to exercise good judgement and discretion;
- Substantial knowledge of counseling, treatment, prevention, and care protocol;
- Bilingual English/Spanish preferred;

- Strong computer skills and proficiency in all Microsoft Office applications;
- Must be able to pass a criminal history background screening (Live-scan), and receive clearance from the DOJ and FBI; as well as maintain annual CPR Certification, First Aid Certification, physical exam, and negative Tuberculosis test results.

**Working Conditions:**

- Work is performed in an office and out in the community.
- The normal work routine involves no exposure to blood, body fluids, or tissues, BUT exposure or potential exposure may be required as a condition of employment. Appropriate personal protective equipment will be readily available to every employee engaged in potential exposure.

I confirm that I meet the qualifications and educational requirements of this position and agree to the above terms and conditions of the job. Furthermore, I will fulfill the duties of this position in accordance with contractual funders and agency policies.

**ACKNOWLEDGEMENT**

Because this is an unpaid internship, interns may earn academic credit for this experience. Please consult with student's faculty advisor for more details.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_