**What do intern roles and assignments look like at Region Ten?**

Depending on your area of interest, your career path, and area of placement, your role and assignment will vary.  Our internships will vary from season to season.  Some sample tasks you could perform during your role include the following:

* Observing and/or facilitating counseling sessions
* Performing case management
* Taking part in staff meetings
* Performing intakes, assessments, and evaluations
* Completing screenings
* Conducting program needs assessments
* Assisting in writing Individual Plans
* Performing community outreach

**What happens after my application is received?**

* Human Resources will review your application to ensure you have submitted all needed materials.
* Your application will be sent with all materials to the Hiring Manager for the internship you have indicated you want to be considered for. The Hiring Manager will review your application and contact you should they wish to interview you for their internship opportunity.
* Managers will inform Human Resources of their decision (typically within 2-3 weeks of your application submission date)
* Human Resources will make an offer for the Internship.

**What does the internship onboarding process look like?**

1. Human Resources will provide an offer letter and hiring packet to the intern.  The offer packet will include information on orientation day, which is the first full day of the internship.
2. Interns will also need to complete and return the following forms to Human Resources:
	1. A TB screening/test
	2. Disclosure Statement
	3. Release Statement
	4. Criminal Background Check
	5. Department of Social Services Background
	6. Emergency Contact Form
	7. EEO Form
3. Interns will be required to complete the following Training Assignments
	1. Full Day Orientation
	2. Confidentiality Training
	3. Abuse and Incident Reporting
	4. Human Rights Training
	5. Additional Training may be required depending on the program