



Health & Human Services

Providing Effective Efficient Government

202 W 3rd St, Winona, MN 55987

Phone (507) 457-6500/Toll Free 844-317-8960 Fax (507) 454-9381

INTERNSHIP PROGRAM

DESCRIPTION OF WINONA COUNTY HEALTH & HUMAN SERVICES:

Winona County Health & Human Services provides support and services in a variety of areas: Children and Family Services, Adult Mental Health Services, Adolescent Services, Chemical Dependency, Family Group Decision Making, Adoption, Foster Care, Developmental Disabilities, Vulnerable Adult Services, Minnesota Family Investment Program, Financial Services, Child Support.

ROLE OF WINONA COUNTY HEALTH & HUMAN SERVICES:

Ensuring services are provided in accordance with Federal, State, and Local mandates. Maintaining an ethical standard of conduct. Responding to the needs and values of the community. Continuing the development of staff knowledge and skills. Working in cooperation with community resources. Empowering individuals, families, and communities.

County Board of Commissioners

First District
Christine M. Meyer

Second District
Marie H. Kovecsi

Third District
Steven E. Jacob

Fourth District
Gregory D. Olson

Fifth District
Marcia L. Ward

QUALIFICATIONS AN APPLICANT SHOULD POSSESS:

- An intern should be an effective communicator; be an effective listener, and able to reflect what they are being told. They should have the ability to express their thoughts verbally and in writing in a clear and concise manner. They should also be able to speak in a way that others will be able to understand what is being said.
- An intern will need to be able to work and interact with individuals from differing cultures, backgrounds, and income levels.
- An intern should be able to work independently.
- An intern should be able to set appropriate boundaries with their clients, co-workers, and other professionals.
- An intern will need reliable transportation.
- An intern will be a senior majoring in social work, nursing or a related field.

ACTIVITIES AN INTERN WILL/MAY PERFORM:

- An intern will learn the various rules and statues that govern our practice.
- An intern will learn the various forms and how to complete them.
- An intern will be assigned responsibilities by other workers at the discretion of the supervising staff member.
- An intern will assist clients in finding local resources.
- An intern will assist in case planning and development.
- An intern may transport clients to and from appointments.
- An intern will be expected to attend staff meetings regularly, and may attend placement team meetings, along with a variety of other meetings and trainings.
- An intern may make home visits and meet with clients regularly. This could include monitoring foster home placements and doing supervised visits.
- An intern will meet and work with other professionals in the community: schools, corrections, law enforcement, county attorney, physicians, therapists, foster parents, facility staff, community vendors/providers of direct care services, etc.
- An intern may be asked to attend hearings in regard to clients.

POLICY

All interns are expected to follow the policies and practices of Winona County Health & Human Services as well as the labor contract.

**WINONA COUNTY HEALTH & HUMAN
SERVICES APPLICATION FOR INTERNSHIP**

Full Legal Name: _____

Date of Application for Internship: _____

Mailing Address: _____

Phone Number: _____

Email: _____

University Currently Attending: _____

Major/Minor: _____

Advisor's Name: _____

Advisor's Contact Phone Number and Email Address:

Year in School: _____ Junior _____ Senior _____ Graduate Student

Will you be employed during your internship? _____ Yes _____ No

Will you be living in the Winona area? _____ Yes _____ No

Are you available 8:00 AM to 5:00 PM, Mon through Thurs? ___ Yes ___ No
(this assumes you will have Senior Seminar on Fridays)

If needed, can you occasionally work varied/ longer hours? _____ Yes _____ No

Will you have reliable transportation to use during your internship? ___ Yes ___ No

I. Please write a one page biography of yourself as a way for us to get to know you. Include which program area(s) of Health & Human Services you are most interested in and why. (Please attach a separate sheet.)

II. When would you like to complete your internship?

_____ Fall Semester (August – December). Application due May 1st

_____ Spring Semester (January – May). Application due November 1st

_____ Summer Semester (May – August). Application due March 1st

_____ Other (please specify) _____

III. Of the choices listed below, please rank your top three areas of interest (1 being the highest).

_____ Adolescent Services

_____ Adoption Services

_____ Licensing (Child and Adult Foster Care, Family Child Day Care)

_____ Adult and Child Protection Services

_____ Disability Services for Children and Adults

_____ Services for the Elderly

_____ Adult Mental Health

_____ Chemical Dependency

_____ Parenting Education

_____ Other (specify)

Send Pages 3-5, attachments, transcripts, and resumes to:

Ms. Penny Schmidtknecht

Winona County Personnel

202 West 3rd St

Winona, MN 55987

Or via email at: PSchmidtknecht@co.winona.mn.us

INFORMED CONSENT

Winona County Law Enforcement Center
201 West 3rd Street
Winona, MN 55987

Date: _____

The following person has applied for an internship at Winona County Health & Human Services:

Full Name of Applicant: _____
Last First M

Date of Birth: _____
(MM/DD/YYYY)

I authorize the Minnesota Department of Public Safety Bureau of Criminal Apprehension to disclose all criminal history information under the Data Practices Act, Section 1305, Subsection 4 to Winona County Health & Human Services for the purpose of interning with said agency.

The expiration of this authorization shall be one year from the date of my signature.

Signature of Applicant

Date