



Clearfield Job Corps Center Health and Wellness, Disability Program Internship

To apply, please email your cover letter and resume to the email contact below.

Department: Health and Wellness

Contact Name: Jackie Humphreys Phone: 801-416-4496

Email: humphreys.jacquelyn@jobcorps.org

Position(s) targeted for internship assistance: **Disability Program Coordinator**

The internship experience is expected to last 12 weeks, please pace the activities accordingly. Please summarize the intended internship activities/outcomes for each of the following tiers:

Assigned Mentor(s)/Supervisor: Jackie Humphreys, Disability Coordinator

Tier I Introductory

1. Identifying disability documentation and file documentation review.
2. Develop monthly disability and accommodation training and center publication.
3. Assist with documenting ADA building requirements.
4. Learn to read IEP's to identify disabilities and previous accommodations.
5. Complete records requests and maintain HIPAA compliance.

Summary of Expected Outcomes: Intern will have an introduction into the center's disability program and requirements. At this point the Intern will have a basic understanding of accommodations and different types of disabilities.

Tier 2 Exploratory

1. Learn the centers online charting system for documenting disabilities and accommodations and maintaining HIPAA compliance.
2. Learn how to complete a student accommodation and track Accommodation Effectiveness Surveys from instructors.
3. Assemble and appropriately file documentation in new student accommodation files and Case Note.
4. Gather support documentation for accommodation testing.

Summary of Expected Outcomes: Intern will learn technical side of disability program and case work tracking.

Tier 3 Immersive

1. Conduct applicant accommodation interviews.
2. Review approved accommodation plans with new/transfer students and update plans as needed.
3. Participate in providers meeting and staff meetings.
4. Conduct student workshops and staff training.

Summary of Expected Outcomes: Intern will participate in direct student services and program engagement and network with other departments.