

Intern Job Description

Degree Program: Mental Health

General Summary

The Mental Health Program Intern is responsible for assisting the Director of Operations with activities associated with the Information and Resource Helpline program.

Proposed Projects and Activities

1. Provide information and resources to survivors and family members who call the I&R Helpline or walk-in to the BIAME office.
2. Distribute information packets to I&R callers based on their needs.
3. Enter I&R calls into ACTS data base.
4. Research educational information and topics associated with brain injury, rehabilitation, R&D,
5. Create an Advocacy program for survivors to help them learn how to advocate for themselves in the daily lives.
6. Hold an advocacy workshop.
7. Continue the development of the *Next Step* packet.
8. Visit the 3 trauma units, the ER's and hospital case managers to distribute the *Next Step* packet.
9. Create mailing list of physicians and mail *Next Step* packets.
10. Be available to assist with activities associated with the following events:
 - i) Walk for Thought March 21 & 28
 - ii) Hall of Flags Day April 13
 - iii) Portland Professionals Conference April 24

Office Environment

The BIAME is located at 13 Washington Street in Waterville. There are multiple computer work stations, wireless internet, and various office machines. Normal office hours are 8:30 a.m. to 5:00 p.m. with some weekend activities.

Supervisor

Leslie Duvall, Director of Operations