SITE INFORMATION
Name of Agency/School: Clara Martin Center
Physical Address: 11 North Main Street, Randolph, VT 05060
Website: Clara Martin Center
Phone Number: 802-728-4266
Fax Number:
Type of School: ☐ Elementary ☑ Seconday ☐ Private
Type of Agency: ☑ Community Counseling ☐ College Counseling ☑ Alcohol/Drug Counseling
☐ Other:
Agency Administrator/School Principal: Linda Chambers
Phone Number: Email Address:
Contact Person: Jena Trombly M.A., Director of Human Resources & Compliances
Phone Number: 802-728-4266 ext. 227
Email Address: JTrombly@ClaraMartin.org

INTERNSHIP EXPERIENCE INFORMATION
Responsibilities of a practicum/internship student:
(Briefly list the responsibilities a practicum/internship student would be expected to assume in your school/agency and identify client population(s) you serve)
Clara Martin Center is available to individuals, couples, families, adults, children, adolescents, businesses, and other professionals who need mental health services. Clara Martin Center provides comprehensive mental health and substance abuse care. There are 12 different locations that interns can work in, with activities varying by site. For more information about the internship, please look at their website.

Internship activities:
• Individual counseling with children, adolescents and adults
• Family counseling
• Substance abuse counseling
• Group counseling
• Emergency assessment and counseling

Please check which of the following activities the practicum/internship student would participate in:
☐ Classroom guidance ☐ Family/couples counseling ☐ Individual counseling - college age
☒ Group counseling ☐ Individual counseling - children ☐ Individual counseling - adults
☐ Consultation ☐ Individual counseling - adolescent ☐ Other (please specify): substance abuse counseling

SITE SUPERVISOR INFORMATION
Check one:
☐ Licensed Mental Health Counselor
☐ Licensed School Counselor
☐ Psychologist
☐ Social Worker
☐ Certified Drug and Alcohol Counselor
☐ Psychiatrist

If there is a second supervisor, check one:
☐ Licensed Mental Health Counselor
☐ Licensed School Counselor
☐ Psychologist
☐ Social Worker
☐ Certified Drug and Alcohol Counselor
☐ Psychiatrist

Name of Site Supervisor: Enter name
Graduate Degree(s) and Licenses Held: Enter information
Position Title: Enter position title

Name of Second Site Supervisor: Enter name
Graduate Degree(s) and Licenses Held: Enter information
Position Title: Enter position title

APPLICATION INFORMATION
Internship Application Deadline: Applications are accepted on a rolling admissions basis
Internship Application Materials Required: ☒ Cover Letter ☒ Resume ☐ Site Application
☒ Other: # of internship hours seeking
Site Is Available for the Following Semester(s): ☐ Fall ☐ Spring ☐ Summer ☒ Academic Year

Other Relevant Application Information:
Send letter of interest and C.V. to:
Jena Trombly, M.A.
Clara Martin Center
Director of Human Resources & Compliance
P.O. Box G
Randolph, VT 05060

Where (to whom) to submit materials: hr@claramartin.org

FORM COMPLETED BY
Name: Shelly Ho/Aaron Kindsvatter

For office use only:
Date received/updated by the UVM Counseling Program 12/21/2018