

Northeast Florida State Hospital  
**Certified Recreational  
Therapy Internship  
Program**



**Northeast Florida State Hospital  
7487 South State Rd. 121  
Macclenny, FL 32063**

## **THE HOSPITAL**

Northeast Florida State Hospital (NEFSH) is a state inpatient psychiatric treatment facility operated by the Florida Department of Children and Families (DCF) serving individuals from thirty-three of Florida's sixty-seven counties.

Our 613-bed hospital sits on 310 acres with 44 major buildings. NEFSH provides person-centered treatment of care. An area frequented by persons served is called the "Mirage Mall." A canteen, beauty shop, bank, boutique, library, music room, and craft room can all be found in this area. The campus also includes a chapel, gym, plant nursery, vocational program, and Recovery Centers.

Most persons served are involuntarily committed to the hospital under civil commitment statutes, however; some forensics are placed at NEFSH based on an adjudication of Incompetent to Proceed (ITP), meaning they are unable to participate in their legal case due to their mental illness. Others have been adjudicated Not Guilty by Reason of Insanity (NGI). These forensic individuals have been transferred from a more secure forensic facility, having been determined appropriate to move to a less restrictive environment. Forensic persons served live among the general population rather than on separate treatment units.

The ages of persons served ranges from approximately 19 to over 90 and most have a severe and chronic mental illness. Common diagnoses include schizophrenia, mood disorders, organic disorders, and secondarily, substance abuse and personality disorders.

Individuals live on one of five Units on campus. These include Cypress Village, Walden Village, Moss Grove Village, Oakleaf Village, and Shady Oaks Village.

## **INTERNSHIP PROGRAM**

The NEFSH Recreational Therapy Internship Program adheres to all National Council for Therapeutic Recreation Certification (NCTRC) standards. The mission of this internship is to provide quality training necessary to facilitate the transitional process from student to professional Recreational Therapist possessing core knowledge and skills to work with a severely mentally ill (SMI) population. Training is designed to provide a supervised environment in which interns continue to develop, refine their skills and abilities to gradually assume increased responsibility. They are encouraged and supported in cultivating their own professional style as they progress toward the role of autonomous therapist. While opportunities increase for decision-making as the intern demonstrates greater proficiency, the role of the intern is clearly defined to be that of a trainee.

The Recreational Therapy Internship Program is a component of the Programming Services Department and within Recovery Services at NEFSH. Programming Services is a centralized department providing treatment services to all living areas within the hospital. It encompasses four adult Recovery Centers, one geriatric Recovery Center, an Independent Living Program and a Community Reintegration Program. Rehabilitation Therapists provide individuals the opportunity to learn or improve their skills with the following treatment options or services:

- 1:1 Skill Acquisition Training (Task Analysis)
- Recovery Center or Small Group Sessions
- Evening Activities/ Field Trips
- Special Events

### Skill Acquisition Training

Skill training sessions provide individuals we serve with an opportunity to learn or improve skills needed to reach their personal goals. These skills include, but are not limited to: sports, weight lifting and exercise, leisure education, music, art, general recreation, social skills, anger management, and coping skills.

Recovery Team coordinators refer individuals to our program. The Rehabilitation Therapist meets with the individual to conduct an evaluation and discuss what skills they are interested in learning or improving. A skill acquisition (task analysis) is developed and approved by the Rehabilitation Therapist Supervisor. Sessions are held on a 1:1 basis a minimum of two times each week for about 30 minutes.

### Recovery Center - Small Group Sessions

NEFSH individuals attend Recovery Centers, a day treatment program, between the hours of 9:00–11:00 am and 1:00–3:00 pm. Recovery Centers offer centralized treatment in a variety of topics. Four to five Rehabilitation Therapists staff each Recovery Center.

The Rehabilitation Therapists offer groups such as Anger Management, Symptom Management, Substance Abuse, Exercise and Nutrition, Arts and Crafts, Basic Conversation, and Fitness for Fun. These groups are held for 45 minutes, four times a week. The therapist is expected to have a lesson plan that includes goal(s), objective(s), materials needed, training methods, and expected outcomes.

### Evening Activity/Field Trips

Evening activities are put on in the large Gym or “Mall area” which includes arts and crafts, library, weight room, and game room. These activities are put on by Rehabilitation Therapist that is assigned to evening activities. Some of the activities include BINGO, cards, board games, basketball, volleyball, and theme based parties. The activities change monthly.

In-Vivo and Off Grounds Field Trips are also an activity that Programming Services staff provides to our individuals. Staff assigned is responsible for necessary paperwork, planning, budgeting, transportation, and supervision of each outing.

### Special Events

A couple times a year Programming Services holds a special hospital wide event in the evening. This requires an action plan with assignments and dates to be completed. Special events include Halloween Costume Party, Art Exhibit, Valentine Dance, Fall Festival and Christmas Events. Individuals look forward to these events each year and often begin asking about an event months ahead of time.

### **SUPERVISION**

Interns will meet with the Internship Director (supervisor) on a daily basis. They will have the opportunity to work directly with their supervisor in the field as well as with many other Certified Recreational Therapists. NEFSH employs between five and seven Certified Recreational Therapists. Each Intern will have the opportunity to rotate working with available therapists in the adult and geriatric populations.

### **EVALUATION**

The internship evaluation process is continuous and mutual. Interns' performance is formally assessed at the midpoint and end of the internship. Interns also have a chance to rate the sufficiency of their training experience during their exit interview. Each Intern will be directly involved with 1:1 Skill Acquisitions, Recovery Center groups, evening activities, special events, Service Team meetings, assessments, and documentation.

### **HOURS**

This internship is a full time 40-hour per week position to be completed within fourteen, fifteen or sixteen weeks. Interns receive time off for state holidays. On a regular basis the hours are 8-4:30 pm. However, evening activities and weekend events may be required. Interns are allowed to earn credit for up to 45 hours a week.

### **STIPEND**

The hospital does not provide a salary to Recreational Therapy Interns.

### **TRAINING YEAR**

We accept Interns all year long and can accommodate two at a time. Orientation begins biweekly on Fridays of each month.

### **BACKGROUND CHECK**

Interns at this site are officially volunteers to the hospital. Fingerprinting must be completed at the hospital the week that orientation starts. The applicant must disclose past pleas of guilty or No Contest, past adjudication or "adjudication withheld," for felonies and misdemeanors. Interns' written responses will be verified through a criminal

background check. Certain elements of the criminal background automatically disqualify a person for an internship depending on agency review of documentation about the background. Florida statutes require those who provide direct services to residents undergo security background investigations.

Applicants who are selected will complete an Affidavit of Good Moral Character form, and have a security check including fingerprinting processed by the Florida Department of Law Enforcement and/or the Federal Bureau of Investigation. This check is expected to be consistent with what the intern reports. The agency reserves the right to deny employment or volunteer status to any person after investigation of their criminal background. For a list of specific criminal offenses that preclude employment, contact the Internship Director during the application process. It is the responsibility of each intern to make full disclosure to the Intern Director on all application materials about past and newly-occurring arrests and court outcomes at three time periods: during the application process, during the period between selection and beginning the internship, and during the course of the internship.

## **DRESS CODE**

Our department's dress code is business casual and includes shoes that are closed toe and closed back. Since the internship may require physical activities, clothes should be appropriate for the activities you will be leading. Tennis shoes and shorts of knee length are appropriate on days of heavy physical activity. On Friday, the dress down day, jeans (free of holes) are acceptable.

## **OTHER REQUIREMENTS**

All employees, including interns, must complete required training courses. These include CPR, First Aid, OSHA, Civil Rights, Domestic Violence, HIPPA, Incident Abuse, Community Rights, Computer Security and Mental Illness Overview. If you are currently certified in any of these areas please bring documentation so you do not repeat that course. Additional requirements include: stooping, bending and lifting up to 10 lbs, contact with persons served who may become verbally and physically aggressive, prolonged walking and sitting, mobility around campus including exposure to weather elements typical of Florida, and interactions with persons served, family members and staff. NEFSH is subject to the Americans with Disabilities Act and reasonable accommodations will be considered in accordance with this Act.

This position is also conditional upon successful completion of a TB test, performed by a nurse at the hospital's Employee Health Clinic just prior and within the first week of employment. The purpose is to assure employees' and persons served safety through monitoring for exposure to tuberculosis.

NEFSH is a drug free and tobacco free workplace. No form of tobacco is permitted on the grounds, even outdoors.

## **LIVING ARRANGEMENTS**

NEFSH provides free housing to all of its Recreational Therapy interns. Interns are provided with an apartment in our hospitality house, which is similar to a hotel. Each intern has their own bedroom, living room/kitchen area, and bathroom. It comes furnished with a full-size refrigerator, microwave, one burner hot plate, toaster oven, TV, and DVD player. There is one washer and dryer for the whole hospitality house which is shared among who live there.

Internet is not available within the house, however; internet will be provided at your work site and wireless access can be found at many hot-spots around the city of Macclenny. All Interns will be required to provide their own cell-phone for emergency contact while living in NEFSH housing. A personal vehicle necessary.

## **SURROUNDING COMMUNITIES**

NEFSH is located in Macclenny, Florida. Relaxed and friendly, Macclenny is a small town where people enjoy a peaceful and quiet atmosphere. Located approximately thirty miles west of Jacksonville and sixty miles northeast of Gainesville, Macclenny is ideally positioned for those who appreciate a more rural lifestyle with big city conveniences nearby.

Jacksonville has a population of approximately one million people in the metropolitan area. Leisure and recreational activities are plentiful. Water sports enthusiasts and nature lovers will enjoy both the St. Johns River and beaches. Jacksonville is home to many sports teams such as the NFL Jaguars and a semi-pro baseball franchise. Cultural offerings include a symphony orchestra and numerous museums.

Gainesville is an hour's commute from Macclenny and is home to the University of Florida Gators. Within the university community there are many cultural and sporting opportunities including music, drama, dance, and museums. Gainesville also enjoys major art galleries, a professional ballet company and both state and community theatres. For those who like outdoor activities, Gainesville is home to many nature parks, a botanical garden, and a large state preserve.

## **Directions to Northeast Florida State Hospital**

*From Jacksonville:* This trip will take about 45 minutes to an hour (if you are coming from the airport). Take 95 South leading to 295 South. Pick up I-10 West and continue until you see Exit 335. You will be getting on State Road 121 South. Take this exit and turn right (going south). You are now about one mile from the hospital. You will see our hospital on the left. Turn in and stop at the Security check-in. You may tell the security guard that you have an appointment and you will receive a visitor's pass.

*From Tallahassee:* This trip will take about two and a half to three hours. Take I-10 East. Look for Exit 335. You will be getting on State Road 121 South. Exit and take a left (going south). You are now about one mile from the hospital. You will see the state

hospital on the left. Turn in and stop at the Security check-in. You may tell the security guard that you have an appointment and you will receive a visitor's pass.

*From Gainesville:* This trip will take about one hour from the northeast most section of Gainesville. You will get on State Road 121 and follow signs for SR 121. The hospital will be located on the right side of the road. Turn in and stop at the Security check-in. You may tell the security guard that you have an appointment you will receive a visitor's pass.

*From Miami:* Go north on I-95 to I-295 near Jacksonville. Take I-295 to I-10 and go west on I-10. Proceed on I-10 to State Road 121 (the second Macclenny exit). You will be getting on State Road 121 South. Take this exit and turn right (going south). You are now about one mile from the hospital. You will see our hospital on the left. Turn in and stop at the Security check-in. You may tell the security guard that you have an appointment and you will receive a visitor's pass.

### **According to NCTRC:**

Why Become Certified As A CTRS?

As a professional, a Recreation Therapist needs to demonstrate to the public (employers and consumers) that s/he has the knowledge, skill and ability to provide therapeutic recreation services. NCTRC was awarded federal trademark of the title "Certified Therapeutic Recreation Specialist" and the mark "CTRS" by the United States Patent and Trademark Office (USPTO). The ability to protect the consumer is strengthened with USPTO trademark registration. The trademark registration provides significant legal protection against unauthorized users of NCTRC's marks. Only those individuals who meet and maintain adherence to NCTRC certification program standards are allowed to use the title Certified Therapeutic Recreation Specialist and the designation: "CTRS"

The CTRS Credential is Important in Healthcare Today.

The CTRS credential is viewed as a strong and viable credential in healthcare today. The CTRS credential has been developed and accredited by nationally accepted standards for certifying agencies. The following specific criteria have established the CTRS as an accepted and viable healthcare credential:

- NCTRC certification standards are based on the knowledge and skill necessary for competent practice in the delivery of recreational therapy services as verified by national research on the Job Analysis.
- Every CTRS has passed a national certification exam which has established norms for both validity and reliability.
- Every CTRS completes recertification designed to measure continued competence to hold the credential.
- Every CTRS complies with NCTRC disciplinary code to retain the credential. The National Council for Therapeutic Recreation Certification has been the main focal

point for addressing the disciplinary codes for the profession of recreational therapy.

Significant strides have been made in refining the Certified Therapeutic Recreation Specialist (CTRS) credential by adding standardized testing, standards for professional conduct and continued professional competence. There has also been an increased emphasis on education of the public regarding meaning and value of the credential for assuring minimum competence and quality in the delivery of therapeutic recreation services. Overall, the value of the CTRS credential has increased significantly during the past decade.

What is the Strength and Value of the CTRS Credential?

NCTRC fulfills its mission of protecting the consumer of therapeutic recreation services through three important functions. First, NCTRC standards are based on current knowledge and skills necessary for competent practice and continued competence in therapeutic recreation. Second, NCTRC evaluates individual qualifications for certification and recertification through a comprehensive system of review, verification, and standardized national testing to assure that each individual awarded the CTRS has in fact, met the qualifications to hold the credential. Third, NCTRC monitors adherence to standards to assure that cases involving potential harm to public health and safety are investigated fully and that appropriate sanctions of reprimand, suspension and/or revocation are instituted as needed. NCTRC standards include education, experience, continuing professional development, and adherence to principles of appropriate professional conduct. To assure that NCTRC meets its mission of protecting the consumer, each CTRS continues to maintain competence for recreational therapy practice. The CTRS credential is the designation used to inform the public and consumer of health care services of the existence of this competence in recreational therapy. In fact, it is the only national certification designed to protect the consumer of recreational therapy services.



## **APPLICATION PROCESS**

We will advise you if more information is needed to confirm your application. After a review of your materials, individuals still under consideration will be invited for an interview either in person or via the phone.

Applications deadlines are as followed:

Fall Internship: April 30<sup>th</sup>

Spring Internship: September 15<sup>th</sup>

Summer Internship: February 17<sup>th</sup>

Applications or questions concerning the internship should be sent to:

Maria Lopez, CTRS, RTS  
Recreation Supervisor  
Certified Recreational Therapy Internship Director  
Programming Services  
Northeast Florida State Hospital  
7487 South State Road 121  
Macclenny, Florida 32063  
(904) 330-2400  
[maria.lopez1@myflfamilies.com](mailto:maria.lopez1@myflfamilies.com)

**NORTHEAST FLORIDA STATE HOSPITAL**  
**RECREATION THERAPY**

**Student Internship Application**

Name: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_  
                    Last                      First                      M.I.

Address: \_\_\_\_\_  
                    Street, P.O. Box    Apt. #

\_\_\_\_\_  
                    City    State    Zip Code

\_\_\_\_\_  
                    Email address

College/University: \_\_\_\_\_ Phone:( ) \_\_\_\_\_

Address: \_\_\_\_\_  
                    Street, P.O. Box    Apt. #

\_\_\_\_\_  
                    City    State    Zip Code

Faculty Advisor: \_\_\_\_\_ Phone:( ) \_\_\_\_\_

\_\_\_\_\_  
                    Email address

Semester:                      Fall                       Spring                       Summer

Program Requested:   16 weeks    15 weeks    14 weeks

Date Available to Begin: \_\_\_\_\_

CPR Exp. Date: \_\_\_\_\_   First Aid Exp. Date \_\_\_\_\_

List three goals that you would like to achieve during the course of your field placement.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

