



JOB SHADOWING PROGRAM



Mental Health Center *of* Denver

About Us

- The Mental Health Center of Denver is a community mental health center for Denver County residents
 - We provide services for:
 - Adults
 - Children & their families
 - Pregnant women
 - Communities as a whole
 - Last year, the Mental Health Center of Denver helped almost 50,000 children, families, and adults through the variety of services provided



Job Shadowing Program

- We are excited to provide Job Shadowing opportunities for people currently enrolled in pre-med/pre-health programs
- Job Shadowing provides students with the opportunity to see the daily tasks/duties of a healthcare professional in the Psychiatric field
 - We want this to be an enriching experience for you. Please come prepared with questions you may have for the Medical Provider you are shadowing
- You may spend up to 8 hours with a provider
- A brief orientation will be provided before your session



Before Your Shadowing Session

- Orientation is provided at our Administrative Office
 - Please bring the following:
 - Picture ID
 - Proof of enrollment in higher education facility
 - During orientation, you will go over the expectations of Job Shadowing participants and sign a confidentiality agreement



Mental Health Center of Denver

© Copyright 2014, MHCD, All Rights Reserved

Participant Expectations

- You are expected to wear your visitor badge and stay with your assigned practitioner at all times
- We care about the health and safety of the people we serve
 - If you are feeling ill, please reschedule your shift
- Please be sure to arrive early to ensure time for parking
 - If you are more than 15 minutes late, you will be unable to shadow
- Please turn off your phone (or put on silent)
- We are a Tobacco-Free and Drug-Free campus
- Participants in the job shadowing program are expected to dress in a manner that is professional, safe, clean, and respectful of employees, people receiving mental health services, and the public
 - For safety and professionalism, the following items should be avoided: overly revealing clothing, beach-style flip flops, sweatshirts and sweatpants



Privacy

- Due to the confidential nature of our work, each participant will be asked to sign a confidentiality agreement
- Each person being served has the right to see their provider one-on-one. We ask that you be understanding if someone asks that you not be present for their appointment
- There is absolutely no photography or audio/visual recording of any kind allowed during your shadowing shift
- Only general information such as the following should be shared regarding your experience:
 - General department information
 - Types of services provided
 - Educations/skills required
 - Please refrain from posting about job shadowing on social media



Safety

- The safety of our staff, the people we serve, and any visitors at our sites is very important to us
- Each Mental Health Center of Denver site has multiple staff designated as Safety Captains to help provide direction during emergency situations
 - Should an emergency occur while you are shadowing, please follow directives given by the Safety Captains
 - Safety Captains will have a red “CAPTAIN” badge affixed to their employee ID
- General safety guidelines will be reviewed at your orientation session and are posted at every site



After Your Shadowing Session

- Should you need documentation for your shadowing shift, the healthcare provider you are working with is able to sign this
- An short evaluation form will be emailed to you after you complete your shift. Your feedback on your experience is very valuable to us
- Once you have completed your shift, please be sure to give your badge to the healthcare provider you are working with so it can be returned to our Administrative Office



How to Apply



Applications are accepted year-round.

If you are interested in the job shadowing program, please submit the following:

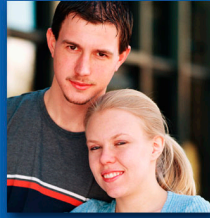
1. Completed application
2. Proof of enrollment in a higher education program
3. *A picture ID will be required at orientation*

Applications are typically responded to within two weeks of submission.



Mental Health Center of Denver

© Copyright 2014, MHCD, All Rights Reserved



**THANK YOU FOR YOUR INTEREST
IN OUR JOB SHADOWING
PROGRAM!**

We look forward to working with you.



Mental Health Center *of* Denver