



## Intern Job Description

*Last revised: December 15, 2015*

**Objective:** An internship with Mental Health America of Lancaster County (MHALC) is designed to provide wide exposure to MHALC programs and services, giving the intern opportunities to learn and augment their classroom education with both direct care and administrative work within a nonprofit organization.

### All interns will:

- Meet weekly with assigned supervisor to discuss learning goals and progress.
- Maintain a daily log of activities.
- Attend trainings as assigned on mental health and the mental health system.
- Attend MHALC staff meetings to report on activities and collaborate with the team.
- Observe at least 3 support groups over the course of their placement.
- Support MHALC-wide events and programming as needed.
- Shadow staff to understand MHALC's services and to inform choice of internship focus areas.

### Interns individualize their experience with MHALC by choosing at least 5 focus areas from the following:

- School-based advocacy with children/families  
*Help parents and guardians understand the rights of and available services for children with mental health needs. Often support families during the IEP (individualized education program) process.*
- Adult advocacy  
*Support adults as they navigate the mental health system. This might include helping individuals apply for medical assistance/SSI, find appropriate providers, attend meetings with other agencies (such as the Lancaster County Assistance Office), etc.*
- Support groups  
*MHALC offers several free support groups that are open to the general public. These groups include: DAWN (Depression Awareness and Women's Needs), DAMN (Depression Awareness and Men's Needs), Bipolar Education, Bipolar Support, Moms Supporting Moms (for Postpartum Depression), and Anxiety/Panic/Obsessive Compulsive Disorder.*
  - Facilitating  
*Lead groups as a facilitator, planning discussion topics when appropriate and responding to group member needs.*
  - Promoting/Coordinating  
*Support the "behind the scenes" work of the support groups: coordinating meeting space, tracking attendees, promoting groups, and supporting group facilitators.*
- Surveys and feedback  
*Create, disseminate, and collect survey results for various MHALC needs to help assess programs and impact. This may include:*
  - Yearly Compeer survey
  - Donor/supporter survey
  - Client need survey
- Compeer Lancaster/CompeerCORPS Vet2Vet  
*Compeer Lancaster is a program of Mental Health America of Lancaster County that matches adults in the community who are in recovery from mental illness with a volunteer friend.*

- Client and volunteer management  
*Support Program Manager in recruiting and training volunteers, interviewing new referrals, making matches, and serving as a resource to matches.*
- Event planning  
*Organize all aspects of Compeer events, including but not limited to: Annual Friendship Luncheon, Bowling party, game nights, holiday party, hayride, etc.*
- MHALC Wellness Academy  
*MHALC offers trainings and workshops through the Wellness Academy, including sessions that are open to the general public (usually held at the Community Services Building) or privately held sessions that are scheduled with a particular company, organization, school, or group.*
  - Facilitating  
*Design and facilitate a Wellness Academy training or workshop.*
  - Planning seminars and workshops  
*Organize Wellness Academy trainings behind the scenes, including managing the online registration system, planning dates/sessions/topics, and finding appropriate facilitators.*
  - Promotion  
*Perform various outreach functions to raise awareness of the Wellness Academy and encourage community participation.*
- Marketing  
*Support MHALC's overall marketing plan, working within the following areas:*
  - Communications  
*Utilize various strategies and tactics to reach MHALC audiences, including but not limited to: social media, newsletters, MHALC website and blog, e-newsletters, Compeer website, press releases, print newsletters, advertisements.*
  - Fundraising  
*Perform tasks relating to fundraising and donor cultivation, including but not limited to: direct mail solicitation, phone calls, event planning, creating written communications, updating donor database, planning new donor cultivation strategies.*
- Internal and External committees
  - Let's Talk, Lancaster
  - Lancaster County Suicide Prevention Coalition
  - Quality Improvement Council (QIC)
  - Re-entry Management Organization
  - Lancaster County Coalition to End Homelessness
  - Live Well
- Criminal justice/MHALC programs at Lancaster County Prison  
*Support MHALC's work inside Lancaster County Prison, including: preparing educational materials for inmates, facilitating men's and women's orientation and support groups.*
- Nonprofit management
  - Database management
  - MHALC Board of Directors  
*Support Executive Director's work with the Board of Directors, including preparation of packets for Board Meetings, recruiting new board members, planning board meetings.*
  - Finance  
*Shadow MHALC Accountant to gain understanding of how MHALC funding works, including overview of restricted/unrestricted funds, county funding, client support.*