

Job: Undergraduate Intern at The Center for Relational Change

Internship job description: This is a hybrid internship that requires a year-long contract where there is flexibility to be virtual or in person. This internship is an educational and experience-based opportunity that is not monetary-based. The intern contributes to The Center for Relational Change daily by returning intake and referral calls when needed, working closely with the Center's Community Outreach Director, Brianna Totty, around the "Say It's Name" conference hosted by the Center every even-numbered year. The intern may be able to shadow their internship supervisor with consent from the supervisor's client; however, the amount of shadowing available will be subjective to the client's comfort. In addition to the above-stated responsibilities, the intern is expected to aid in other community outreach activities by making creative marketing flyers, attending tabling events, and contacting businesses and organizations through email, phone, or mail.

Additional responsibilities include helping with any therapy groups running at the Center, performing clerical duties such as checking office supplies, organizing photocopies and faxes, and assisting in special projects from the Center's clinicians as needed. The intern is expected to work 10-15 hrs/weekly (note: the expected work hours are variable to whichever Community Outreach events are in play that year). C. Michaela Jacks, LMFT, supervises the undergraduate interns. Weekly meetings with your supervisor are required to ensure that you are meeting the expectations of this position. While many supervisions will happen virtually, While many supervisions will happen virtually, there is a **mandatory in person once a month group supervision with the internship supervisor.**

Internship Expectations

Daily Expectations:

- Managing intake calls and emails within a **24 hour** period (*some exclusions apply*)
- Managing faxes when requested to

As Needed Expectations:

- Completing monthly office supply check
- Every 3 months, completing chart audits on master level clinician(s) files
- Completing social media projects for the Center and the Community Outreach Program (e.g. *fliers*)
- Attending weekly supervision (*virtually or in person*)
- Attend meetings with the Center's staff when applicable, sub-committee meetings (**i.e. conference meetings** (*applicable on even numbered years*))
- Helping run therapy groups with the master's level clinicians (*when applicable*).
- Research topics such as funding, payment options, continuing education providers, HBCUs
- Updating Center forms, handbooks & project timelines
- If shadowing a client, the intern must be prompt in order to shadow the session.

Requirements to Apply

- Obtained or is currently pursuing a Bachelor's degree in Psychology, Social Work, Business Marketing, Graphic Design, Public Speaking, Gender Studies, Sociology
- Access to computer and internet daily for intake responsibilities & creative tasks
- Strong written and verbal skills

- Social Media Platform competence & Moderate understanding of how to navigate different platforms (i.e. Instagram, Threads, Tik Tok, etc.)
- Complete & submit 1 of the 2 available project examples as business flyers with your resume/cv.
- Proficiency in computer skills such as Excel, Canva, Microsoft word, Outlook email, etc.
- High levels of independent critical thinking
- Completed the following clearances before beginning internship year; *Pennsylvania Child Abuse History (Act 33/151)*, *Pennsylvania State Police Criminal Record Check (Act 34)*, *Federal Criminal History Record/FBI Criminal Report (Act 114)*. In addition, having reliable self-transportation or access to public transportation from Downtown Pittsburgh/ Oakland to the Center's office in the East End, is non-negotiable.

Project Request Example (Only Send in with Resume Please):

Option A) Create a visually appealing and professional flyer to advertise the Undergraduate Internship Opportunity at The Center for Relational Change. The flyer should include key details about the internship and reflect the Center's focus on relational growth and community impact. Please be sure to include the Center's contact information and website.

Option B) Create a social media post about access to affordable and inclusive therapy at the Center. Key points to include are: In-person/virtual flexibility; Affordable rates when working with interns (graduate clinicians) and residents; Variety of insurances are accepted. Incorporate the Center's focus on social justice and community growth in the post. Include the Center's contact information and website.

Our Mission Statement

The Center for Relational Change is Pittsburgh's premier family therapy practice. Our clinicians are skilled, caring, insightful licensed therapists helping individuals, couples and families work through issues of self-worth, depression, anxiety, childhood trauma and abuse, and more. We work with everyone, regardless of race, religious beliefs, sexual orientation, etc. If you, your partner and/or family are having a difficult time healing from past issues, working through present concerns or want to maintain a healthy future, the Center for Relational Change is a great place to begin investing in yourself and your relationships.