Holy Family Institute
Internship Program

Founded in 1900, Holy Family Institute (HFI) is one of Pittsburgh’s largest social service agencies. Holy Family recognizes that each child matters and deserves the opportunity to succeed; therefore we provide care, treatment and education services for children and families in need. HFI’s mission is to empower children and families to lead responsible lives and develop healthy relationships built on faith, hope and love. We serve clients in Allegheny and the 7 surrounding counties, with the main office located in Emsworth (Pittsburgh, PA).

Holy Family Institute has internship opportunities in the following areas:

**In-Home Programs – BASWs and MSWs**  (Currently recruiting for January 2017 internships only)

Utilizing the award-winning Sanctuary Model of trauma-informed care, Holy Family professionals work with families in their homes and communities to provide continued therapeutic intervention and prevention programs, such as SNAP (Stop Now and Plan), Family Focused and Allegheny In-Home Services, which are individually designed to meet clients’ specific needs and situations. We are currently looking for interns to assist program staff in the following areas:

- Individual, Family and Group Counseling
- Case Management
- Advocacy
- Community Resource Connections
- Documentation/Records Management
- Use of Assessment Tools

**Counseling/Drug & Alcohol**  (Currently recruiting for January 2017 internships only)

- Candidates for this Master’s level internship must have a Bachelor’s Degree in a Human Services discipline and working knowledge of child development and family dynamics.
- Interns must have a valid PA driver’s license, reliable transportation and current clearances.
- The intern will learn the functions of a drug and alcohol counselor including individual and family counseling, case management, and clerical/clinical paperwork responsibilities.
- Interns will learn by shadowing experienced clinical staff and will eventually be allowed to see clients and carry a small caseload under close supervision.
- Once assigned a caseload, interns will provide drug and alcohol outpatient level treatment for children, adolescents and adults for the SHORES D&A program according to all standard regulations and practices.

*Interns will be paid minimum wage for any direct service hours once they are assigned a caseload, and will be reimbursed for mileage between sessions.*

**Marketing/Fundraising/Development**

- Assist in planning, writing, designing and executing marketing, public relations and website activities to increase awareness among its various target audiences.
- Assist with fundraising events including annual Courage House Luncheon with the Pittsburgh Steelers and our golf outing.
- Help facilitate various marketing/development opportunities to generate revenue in support of programs and services.

**Holy Family Specialized Learning Program**

Holy Family classrooms are specially designed to meet the needs of students whose behaviors have impeded their academic and social progress within the public school environment. Our programs provide students with the educational resources and therapeutic environment they need to return to their home school district or regular classroom, as well as the preparation needed to obtain secure employment after graduation. Opportunities for interns exist in the following areas:

- School psychology
- School counseling
- School social work
- Student teaching
Additional Support Services

- Human Resources – requires Master’s level student
- Finance/Business
- Food Services

Holy Family Institute is looking for energetic interns who can work a flexible schedule, who enjoy the service industry and who are able to work at least a summer or a semester’s length of time. The internship may be extended. We are willing to work with any level college student, enrolled in either an undergraduate or graduate program. Majors which would best fit the internship include any of those listed above; however we are open to others who may be interested in other non-profit or service industries. The internship may pay a stipend depending upon the budget of the program; however, there are many opportunities to receive excellent practical experience.