Human Services Center Corporation 519 Penn Avenue Turtle Creek, PA 15145

Internship Opportunities

A suitable intern will:

1. Be an advanced writer with quality communication skills,
2. Possess current Act 33/34 and FBI Clearances,
3. Have an automobile and be able to demonstrate a safe driving history, proof of insurance, and valid license,
4. Be self-motivated and eager to demonstrate leadership and initiative,
5. Possess computer skills in Word, Excel, and web searching, and
6. Be enrolled in a degree program in social work, public administration, urban studies, education, or a related field.

After-School Intern (Youth Programs)
The Youth Learning In a Fun Environment (LIFE) After-School Program, a program of the HSCC, is seeking a student (preferably a social work bachelor’s student) for fall through spring to help carry out the functions of the program and assist the youth participants. Responsibilities include implementing an internet-based math and reading curriculum, developing and implementing current event, cultural, science, and other supplemental activities, and mentoring the first-fifth grade participants. Ideally, the internship will be at least three days per week from 11:00AM-7:00PM. However, 4 days from 1:00PM-7:00PM would be acceptable. Any needed variations to days and times of the internship can be further discussed in an interview. The student must be available from September through the end of April at a minimum and there is the potential for summer time to be added. This is a paid internship. Resume and a cover letter requested.

PATHS After-School Intern (Youth Programs)
The Youth Learning In a Fun Environment (LIFE) After-School Program, a program of the HSCC, is seeking a student (preferably a social work/direct practice student) for fall through spring to implement an evidence-based, best practice behavior modification curriculum – PATHS (Promoting Alternative THinking Strategies). The PATHS curriculum is a comprehensive program for promoting emotional and social competencies and reducing aggression and behavior problems in elementary aged children. PATHS is designed to be taught two or more times per week for a minimum of 30-40 minutes per day. Systematic, developmentally based lessons, materials, and instructions are provided to facilitate emotional literacy, self-control, and social competence. Key skills are to prevent and to reduce behavioral and emotional problems. Ideally, the internship will be at least three days per week between Monday and Thursday from 10:30AM-6:30PM. However, 4 days from 12:30PM-6:30PM would be acceptable. Any needed variations to days and times of the internship can be further discussed in an interview. The student must be available from September through the end of April at a minimum and there is the potential for summer time to be added. This is a paid internship. Resume and a cover letter requested.

PATHS Summer Intern (Youth Programs)
The KOOL (Kids, Outgoing, Outdoing, and Learning) Summer Program, a program of the HSCC, is seeking a student (preferably a social work/direct practice student) for summer to implement an evidence-based, best practice behavior modification curriculum – PATHS (Promoting Alternative THinking Strategies) as well assist with other daily activities. The PATHS curriculum is a comprehensive program for promoting emotional and social competencies and reducing aggression and behavior problems in elementary aged children. Systematic, developmentally based lessons, materials, and instructions are provided to facilitate emotional literacy, self-control, and social competence. Key skills are to prevent and to reduce behavioral and emotional problems. Ideally, the internship will be Monday-Friday, 9AM-4PM, starting June 20-August 19, 2016 and there is the potential for fall and spring to be added. Any needed variations to days and times of the internship can be further discussed in an interview. This is a paid internship. Resume and a cover letter requested.

Emerging Leaders Program Intern (Youth Programs)
The Emerging Leaders Program (ELP), a workforce development and college readiness program of the HSCC is seeking a student for September through June to assist in the daily functions of the program, which is offered at various high schools, at our office, and in the participants’ homes. Responsibilities would include periodic follow-up of past participants, case management, assisting staff during ELP sessions in a classroom setting, and more. The ideal candidate is outgoing, has a desire to work with teenagers, and has experience with social media. The internship generally will occur during a normal school day. However, any needed variations to days and times of the internship can be further discussed in an interview. Transportation is required. This is a paid internship. A resume and cover letter requested.

McKeesport Collaborative Community Organizing Intern
The McKeesport Collaborative, a program of the HSCC, is looking for a graduate intern for May through December (or April) to implement the HIV/AIDS Summer Youth Program – Project H.E.A.R.T. (HIV/AIDS Education and Research Training); staff and/or plan monthly meetings of the Working Groups: Education and Training, HIV and AIDS, and Housing; assist with planning and implementing our annual fundraising event – the HIV/AIDS Awareness
Walk; coordinate World AIDS Day; research and pursue funding opportunities; and much more. This is a paid internship. Resume, three references, and a writing sample requested.

McKeesport Collaborative Direct Practice Intern
The McKeesport Collaborative, a program of the HSCC, is looking for a graduate intern interested in direct social work practice/case management serving women and their children affected by substance abuse/mental health through the McKeesport Collaborative. This is a paid internship. Resume, three references, and a writing sample requested.

Mon Valley Providers Council Intern
The Mon Valley Providers Council (MVPC), a program of the HSCC, is seeking students to staff monthly meetings of the Working Groups, publish the quarterly newsletter – The Communicator and a Membership Directory, develop projects of each Working Group as determined by the membership, coordinating Osteoporosis and Vision Screenings throughout the Mon Valley, and coordinate major seminars, services, and a community resource fair of services, among other possible duties. This is a paid internship. Resume, three references, and a writing sample requested.

Community Outreach Services Intern
The HSCC is seeking a student intern to coordinate Community Outreach Services such as the fall flu shot program and the Volunteer Income Tax Assistance (VITA) Program. The VITA coordination will include being trained to perform tax assistance and to administer the site. The intern will have the opportunity to participate in the United Way’s Money In Youth Pocket Coalition and to partner with 211. Additional responsibilities include promotion of the services, record retention, and reporting. One potential research project is to conduct the HSCC’s annual visitor survey. The student must be available from September through the end of April at a minimum and there is the potential for summer time to be added. This is a paid internship. Resume, three references, and a writing sample requested.