Dialogue and Mediation Services MSW Intern

Duties:
Dialogue and Mediation Services department is definitely interested in someone well rounded to work with us in the following areas (list not exhaustive):

- Assisting with Community Mediations
  - **Student must complete 40 hour Conflict Resolution and Mediation** training: July 18th-22nd (8am-5pm at our East Liberty office) no charge to the intern
  - Completing intakes with interested parties
  - Scheduling mediations
  - Shadow mediators during mediations
  - Possibly spending time in City Court - taking potential mediation referrals from District Attorneys
  - Assisting with social media (possibly writing blogs etc.)

- Assisting with referrals from the Housing Authority City of Pittsburgh
  - Assessing needs of clients (conflicts, mediations, domestic violence, sexual assault, trauma reactions, crisis interventions)
  - Researching and providing resources for clients
  - Assisting with trainings and educational presentations

- Assisting with our Victim Offender Dialogue Program (training required)
  - Contacting participants
  - Participating as Facilitator and/or Community Representative
  - Assisting with social media

- Assisting with Community Outreach requests
  - At times, volunteering at tables for Community Events
  - Possibly conducting educational presentations

- Other tasks as assigned

Requirements:
- Organizations skills
- Time management skills
- Excellent oral and written communication skills
- Detail-oriented
- Open to working hours outside the normal work day (some evenings, some weekends)