



A COMMUNITY WITH CARING IS A COMMUNITY WITH HOPE!

JOB DESCRIPTION

Position Title: Intern/Volunteer

Classification: Non-exempt Status

Reports to: Assigned Supervisor, varies

Primary Worksite: Assigned, varies

MHA is a non-profit agency that seeks to promote the positive mental health and emotional well-being of Orange County residents, working towards reducing the stigma of mental health, developmental disabilities, and providing support to victims of sexual assault.

Volunteering or interning is a very rewarding experience. If you are looking to be part of a nationally recognized organization with a highly regarded reputation in the Orange County community, then you have chosen the right place!

Not only does volunteering assist those in need, it's also a way to receive valuable experience as well as current and relevant training in the human services field. Getting involved with MHA is a good way to meet other like-minded individuals and have access to possible career opportunities within the agency.

All interested volunteers/interns must fill out the online application and complete the reference form, providing 3 references. Also, any volunteer or intern that works directly with MHA's program participants must be fingerprinted and successfully complete a background check prior to commencing their position.

Programs:

- Administration
- Crisis Call Center
- Hudson House- Food Pantry, Vocational Groups, Travel Activity, and Janitorial.
- Compeer, Compeer Homeless, Compeer Calling, Rehabilitative Social Club, Vocational and Friends
- Community Engagement- Fundraising, Community Outreach, Marketing, Graphic Design, Social Media, and Special Events.
- Housing
- Invisible Children's Project
- CAPIS-Crisis Assessment and Prevention Intervention Services
- Home to Stay

Internship/Volunteer Program Placements

Social Programs Middletown
Social Programs Newburgh
CORE Services
Orange County Crisis Call Center
Care Coordination
Sexual Assault Prevention and Advocacy Program
Community Engagement
Community-Based

Responsibilities:

With ongoing support and supervision, interns and volunteers may be responsible for providing emotional support, crisis intervention, advocacy, and case management support. In addition, interns and volunteers may support necessary administrative tasks of the office environment as well as support public events and/or fundraisers

Work hours: Varies, as assigned, and agreed upon.

Requirements:

- Commitment to working from an anti-oppression, harm-reduction, and trauma-responsive approach; and to social change through active participation in working towards ending gender- based violence, racism, classism, sexism, ageism, homophobia, ableism, and all forms of oppression.
- Ability to work independently as well as cooperatively with a team, with a willingness to appreciate different points of view and problem solve in a constructive manner.
- Investment in ongoing professional growth and development, learning, and skill-building.
- Excellent written and oral communication, organizational, and time management skills.
- Ability to model and uphold appropriate boundaries in work with clients, colleagues, supervisors, and in the community.
- Demonstrates good judgment with the ability to make timely and sound decisions.
- Experience with data management and knowledge of Microsoft Word, Excel, PowerPoint, and other database applications.

Desired:

Bilingual/bicultural candidates are strongly encouraged to apply.

Qualifications:

- Enrollment in a college undergraduate or graduate degree program (if interning for credits).
- Experience in human services or a helping profession is beneficial.
- Ability to work in a fast-paced, crisis-oriented environment: assess priorities, take initiative, handle multiple assignments, and meet deadlines.
- Spanish language skills (both written and oral) are a plus.
- Ability to maintain effective working relationships with others, communicate as needed and exhibit patience and understanding toward the population that we served.
- Ability to work well independently as well as cooperatively and supportively as part of a team.
- Experience working with diverse populations and seeking an understanding of cultural differences.
- Exercise sound judgment in responding to problems and managing a crisis.
- Display commitment to MHA's Vision and Mission Statement.

Conditions of Services:

All jobs are contingent upon successful completion of certain background checks which, unless prohibited by applicable law, may include criminal history, employment verification, education verification, DMV checks (for driving positions), State Central Registry, OMH, OPWDD, State Exclusion List, and fingerprinting.

Mental Health Association in Orange County, Inc.

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A proud member of WELCOME Orange...

Helping individuals achieve recovery, resiliency, and self-determination.