

The George Washington University
Department of Psychological & Brain Sciences
The Meltzer Center: Psychological and Community-based Services
Intern Job Description

The Meltzer Center at the George Washington University is part of the Department of Psychological & Brain Sciences and provides psychological services to individuals in the metropolitan DC community. The Meltzer Center offers a full range of services for adults, children, and adolescents, including individual, couples, and group therapy and psychological testing, while also serving to provide training to graduate students in the clinical Ph.D. program.

The Meltzer internship position is a volunteer position given to a BA level student who is interested in gaining exposure to clinical work and the daily operation of a student-run community mental health center. This opportunity is ideal for someone who is interested in gaining experience in clinical or counseling psychology. Interns complete a range of administrative tasks to support the center and are given the opportunity to attend seminars and trainings with graduate students, and observe diagnostic interviews and therapy sessions on occasion.

Responsibilities:

- Conduct phone screenings with potential clients
- Manage online client records and client database
- Work with data to track therapy and assessment outcomes
- Help with general clinic operations
- Participate in outreach events for the Center
- Assist in ongoing projects

Requirements:

- Complete basic HIPAA and DC mandated reporter training
- Flexible schedule; Agree to a fixed schedule (13-15 hrs minimum over three days)
- Meet weekly with director for supervision
- Strong organizational and interpersonal skills
- Able to provide 2 references
- Early summer start date
- Two year commitment ideal

If interested, please email a letter of interest and resume to Risa Broudy, Ph.D., Director Meltzer Center rbroudy@gwu.edu by April 1, 2020 or until the position is filled.