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

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.

Position 1: Intern (2 slots)
Job Description

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
- Audit client files
- Send monthly email updating policies & procedures to clinicians and supervisors
- 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; Hybrid-in person/online; Agree to a fixed schedule (13-15 hrs throughout the week)
- Meet weekly with director for supervision
- Strong organizational and interpersonal skills
- Able to provide 2 references
- Two year commitment ideal

Position 2: Clinic Assistant (1 slot)
Job Description

The Meltzer Clinic Assistant position is a volunteer position given to an undergraduate student who is interested in gaining exposure to testing materials and some of the operation of a community-based training clinic. This opportunity is ideal for someone

who is interested in gaining experience in clinical or counseling psychology. Clinic Assistants complete a range of tasks to support the center.
Responsibilities:
- Maintain testing inventory
- Interface with test publishing companies to restock materials
- Create and edit online forms
- Maintain subscription for clinical training tracking
- Assist in disseminating information outreach events for the Center
- Assist in ongoing projects

Requirements:
- Flexible schedule
- Meet with director for supervision
- Strong organizational and interpersonal skills
- Able to provide 1 reference
- Two year commitment ideal

Position 3: Community Ambassador (1 slot)
Job Description
The Meltzer Community Ambassador position is a volunteer position given to an undergraduate student who is interested in gaining exposure to mental health services on and off campus and community agencies in the DMV. This opportunity is ideal for someone who enjoys outreach and making connections within the field of clinical or counseling psychology. Community Ambassadors complete a range of tasks to make connections between the Center and the community.

Responsibilities:
- Keep a pulse on GW campus mental health needs
- Reach out to different campus groups and departments
- Act as contact person between the Meltzer Center and community groups (e.g., SWW)
- Assist in disseminating information outreach events for the Center
- Assist in ongoing projects

Requirements:
- Flexible schedule
- Meet with director for supervision
- Strong organizational and interpersonal skills
- Able to provide 1 reference

If interested, please email a letter of interest and resume to Risa Broudy, Ph.D., Director Meltzer Center rbroudy@gwu.edu. **Please specify the position you are interested in.**