

The George Washington University
Department of Psychology
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 Psychology 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 or an advanced undergraduate 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
- Agree to a 16-hour minimum a week schedule
- 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, 2019.