



## STUDENT INTERNSHIP INFORMATION PACKET

### **Camp Fowler Trexler Hall**

5851 Horseshoe Road, Orefield, PA 18069 (484) 223-1724 / Fax (484) 223-1601

### **Chester County Life Skills Development Program**

304 East 9th St Apt #1 Chester, PA 19013 (484)480-6453/Fax (484) 480-6455

### **Delaware County SIL**

304 East 9th St Apt #1 Chester, PA 19013 (484)480-6453/Fax (484) 480-6455

### **Lancaster & York County**

131 Centerville Road, Suite A3 Lancaster, PA 17603 (717) 945-6273/Fax (717) 945-6689

### **Lehigh Valley Offices –Independent Living, Children’s Behavioral Health, Prevention & Intervention, Administration, Human Resources, Finance, and Development & Marketing**

3400 High Point Blvd, Bethlehem, PA 18017 (610) 820-0166 / Fax (610) 820-0166

### **Lehigh Valley Shelter, Street Outreach**

539 Eighth Avenue, Bethlehem, PA 18018 (610) 691-1200 / Fax (610) 882-1068

### **Luzerne REAL**

67 Public Square, Ste. 520 Wilkes Barre PA 18701 (570)704-0626/Fax (610)704-1440

### **Bucks County Shelter**

800 N. York Road, Building 22, Warminster, PA 18974 (215) 442-9760 / (215) 442-9766

### **Philadelphia Supportive Housing**

42 South 15th Street, Suite 1100, Philadelphia, PA (215) 925-3180, (215) 924-2953

### **Achieving Independence Center**

1118 Market Street, 2nd Floor, Philadelphia, PA 19107 (215) 574-9194 / (215) 574-9196

### **Montgomery County ILP**

2500 DeKalb St, Norristown, PA 19401 (610) 272-2946 / (610) 272-2948

## **WHO WE ARE**

### Our History:

We began in 1973 as a single shelter in Pennsylvania's Lehigh Valley. Valley Youth House was open day and night, ensuring that vulnerable, abused and homeless young people in the community had access to shelter and counseling. Even then, we represented more than just a roof and beds. We were an organization committed to building a solid foundation for every individual who came through our doors.

That same dedication still drives us today, as we have grown from that first house in the Valley to over 250 residential facilities through Pennsylvania. Though our reach and programming has vastly expanded, our mission remains the same. We educate, empower and strengthen the lives of children, youth and families, and build skills that foster growth and independence.

For over forty years, we have been proud to be there for two generations. We stand ready to be there for the next generation as well. Our doors remain open – we just have more of them now.

### The VYH Mission:

Valley Youth House is the catalyst for youth to achieve their desired future through genuine relationships that support families, ensure safe places, and build community connections.

## **WHAT WE DO**

At Valley Youth House, we do more than just provide a home for vulnerable, abused and homeless youth. We partner with thousands of individuals to build a solid foundation for young people and their families.

We understand that everyone's needs and situations are unique. Our responsive programming is built to fit the needs of each young person we work with. No two programs are identical, and each provides youth with meaningful support, skills and strength. Our wide-ranging programs allow Valley Youth House to remain a constant in the lives of those we serve.

## **HOW WE DO IT:**

Valley Youth House is committed to collaborating with each young person to build a foundation for success. Our trusted team is invested in building a custom frame for every individual we work with, but it is up to each young person to put in the necessary work to see results. We don't merely offer a handout; we extend partnership. This approach ensures that no one is alone on their journey and enables youth to tap into their natural resiliency to foster growth.

We pair our collaborative approach with an unwavering dedication to all those who seek our help; we don't turn our backs at the first sign of adversity. If an initial intervention is unsuccessful or an individual is hard to reach, we welcome the challenge and keep working. Valley Youth House is dedicated to understanding and connecting to all youth, and remains committed no matter the hurdles. We've been there for young people with nowhere else to turn for over 40 years, and our doors remain open for future generations.

## **WHAT YOU'LL DO**

Because of our wide range of treatment services, Valley Youth House offers aspiring mental health professionals the choice of learning the counseling experience in either outpatient or residential settings. Administrative interns gain hands-on insight into how a non-profit organization functions. Working within one of these three settings offers interns an outstanding opportunity to put their knowledge gained in the classroom into practice and to hone their professional skills.

## **INTERNSHIP OPPORTUNITIES AVAILABLE**

Undergraduate Students

Finance Department  
Lehigh Valley Shelter  
Street Outreach – Lehigh Valley  
Street Outreach – Bucks County  
Street Outreach - Philadelphia  
Child Mentoring  
Camp Fowler  
Development Department  
Training Department  
Project Child Greater Philadelphia  
Bucks County Shelter  
Independent Living – Lancaster/York Counties  
Independent Living – Lehigh Valley  
Independent Living – Dauphin County

Graduate Students

Adolescents and Families Together  
Lehigh Valley Shelter  
Family Preservation Program  
Independent Living Program—Lehigh Valley  
Independent Living Program—Luzerne County  
Independent Living – Bucks County  
Independent Living – Chester County  
Independent Living Delaware County  
Achieving Independence Center—Philadelphia  
Great Philadelphia Supportive Housing  
Bucks County Shelter  
Supportive Housing for Homeless Families  
Family Intervention Program  
Truancy Intervention Program

# INTERNSHIP PROGRAM DESCRIPTIONS

## **Administrative Internships (Lehigh Valley)**

While most internships are in the (clinical) counseling area, internship opportunities are also available in administration. Tasks and assignments depend on ongoing projects and opportunities available. Opportunities include orientation to program procedures and policies, program development, evaluation models, grant writing, board and committee meetings and policies, supervision, public relations, United Way presentations, funding, information technology, marketing, and personnel related issues.

## **Marketing & Development (Lehigh Valley and Philadelphia)**

The Development and Marketing Department is responsible for implementing the infrastructure needed to grow a \$24M budget through marketing efforts and the solicitation of major gifts, planned gifts, federal, state, county grants, private funding, and special events, and corporate and foundation support.

1. *Marketing, Public Relations, & Social Media*
  - a. *Planning and writing copy for marketing and social media campaigns*
  - b. *Tracking, monitoring, and analyzing email marketing and social media data*
  - c. *Produce marketing and fundraising materials and advertising*
  - d. *Storytelling across media platforms*
  - e. *Produce content for media and press*
2. *Special Events*
  - a. *Assist Development staff with planning and organizing of events*
  - b. *Assist with day of logistics and event execution*
3. *Annual Giving*
  - a. *Provide support to Development Officer with the planning, implementing, tracking, and monitoring of Direct Mail program*
4. *Support Development Department*
  - a. *Assist with function, welfare, and promotion of Development Department*
  - b. *Attend monthly staff meetings*
  - c. *Assist Development Department staff*

## **Finance Department (Lehigh Valley)**

An intern working in the finance department helps in the development and implementation of policies and practices for financial management, payroll, budget control, accounting and so on.

By getting hands-on experience by working under the finance director and members of the finance team, the student is able to understand and follow financial trends. They can practically apply their theoretical knowledge of financial laws, government policies in their day to day work at a finance company or non-profit agency.

## **Adolescents and Families Together (AFT) (Lehigh Valley)**

### ***Internships are open to graduate students***

Opened in 1978, Adolescents and Families Together is an out-client community-counseling program for at-risk youth and their families. The program provides the majority of its services in schools and family homes. Interns will be working as a co-therapist in cooperation with staff therapists or will assume their own caseload. For example, interns could be providing aftercare services for youth staying at the Shelter, or working in the Truancy Intervention Program for selected schools in Northampton and Lehigh Counties. Adolescents and Families Together offers graduate interns the opportunity to sharpen their skills in individual, parent, and family counseling modalities.

### **Camp Fowler (Lehigh Valley)**

#### ***Internships are open to undergraduate students.***

The vision of Camp Fowler is based on the belief that at-risk youth, as well as all youth in our community will benefit from therapeutic, challenge-based recreation and adventure in a camp setting. Through the use of challenge-based activities, therapeutic breakthroughs not possible in conventional setting are becoming the foundation for personal achievement. Among the skills developed and benefits received by campers. Internships at Camp Fowler will provide students with practical experience in operating a full service camp. This includes marketing/public relations, scheduling, pool operations, camp operations and administrative duties. Camp interns would also be exposed to the experiential education model utilized by the camp and its application with groups of varying ages and abilities.

### **Child Mentoring Program (CMP) (Lehigh Valley)**

#### ***Internships are open to undergraduate students***

The Child Mentoring Program began in 2000 and is expanding in 2012 with the initiation of Respite Services in Lehigh County. The Child Mentor Program offers one-on-one behavioral/emotional support to children ages 2-21 for approximately four hours per week through positive activities within the local community. The Respite Program provides a break from care for family caregivers of a child age birth – 21 who has a serious mental health disorder. Mental Health Aides provide one-on-one behavioral/emotional support and care to identified children and youth. The mentors/aides also have the opportunity to interface with the client's family on a regular basis. The Child Mentoring and Respite Programs offer group activities to the identified children and youth to develop social skills, nurture self-esteem and to encourage recreation. The programs provide services to community members and clients of the child welfare system and mental health system both in the community and in day care settings. Undergraduate interns will have the opportunity to mentor a child as well as get involved in the planning and implementation of group activities.

### **Family Intervention Program (FIP) (Lehigh Valley)**

#### ***Internships are open to graduate students***

Family Intervention Program provides comprehensive and coordinated intensive counseling and case management services to those families in which children are identified as being at risk of child maltreatment due to substance abuse issues within the family. Any family member may be identified as possessing a drug problem. Services are provided over a six to nine month period in the family's home and/or child's school. Primary outcome benefits are alleviation of the risk of abuse and neglect of the children and the elimination of substance abuse behaviors for the affected individuals. Other presenting problem issues that present with these families may be mental health issues, family conflict and delinquency.

### **Family Preservation Program (FPP) (Lehigh Valley)**

#### ***Internships are open to graduate students***

Family Preservation Program is designed to reduce out-of-home placement of children from severely dysfunctional families through the provision of family counseling, case management, and concrete services.

### **Independent Living Program (Lehigh Valley/Philadelphia/Lancaster Co/Delaware Co/Chester Co/Montgomery Co.)**

#### ***Internships are open to graduate students. AAI open to undergraduates***

Our Independent Living Program, expanded in 1988, is a voluntary program that provides assistance to 15 ½ through 22-year-old adolescents who have been in foster care, are involved with probation, have run away or are homeless and are making the transition to independence. The goals of the program are to assist youth in completing their education, getting and maintaining employment, finding an apartment, budgeting, life skills counseling, and

developing life skills needed to live independently. The program maintains apartments for some adolescents, and provides out client services to adolescents living in foster homes and parental homes. In addition to supportive services youth in the independent living housing programs are provided with independent apartments or group semi-supervised living apartments depending on the youth's level of maturity, readiness and motivation. Graduate interns will provide direct counseling and therapy to youth. Focus of counseling will typically include educational and job hunting services, life skills training, and individual and family counseling.

Valley Youth House Independent Living is made up of the following programs:

- **AAI** (*Adolescents Achieving Independence*) – *Out-client program Chafee Grant Title IV*
- **REAL** (*Realistic Environment for Adolescent Living*) –*Substitute/Foster Care Youth*
- **REAL M/B** (*REAL Mother/baby*) –*Substitute/Foster Care youth with child(ren).*
- **\*SIL** (*Supervised Independent Living*) –*Substitute/Foster Care youth in own apartment*
- **TLP** (*Transitional Living Program*) – *Runaway and homeless youth*
- **MGH** (*Maternity/Paternity Group Home*) – *Parenting/pregnant homeless youth*
- **SHP** (*Supportive Housing Program*) – *HUD funded, homeless and working youth*
- **AIC** (*Achieving Independence Center*) *Housing education workshops, referrals for emergency housing services.*

## **Project Child (Bethlehem, PA)**

***Internships are open to undergraduate students***

*Social Work/Psychology/Human Service:*

Project Child's mission is to prevent child abuse. To this end, this program operates as a broad based coalition and engages in a vast array of social marketing and promotional venues to promote positive parenting and the importance of nurturing caring environments for children. Additionally, we provide parenting education and support services, professional education venues and a new and unique program to elementary students in which we facilitate weekly lessons to promote nurturing and empathy utilizing month visits from a new born. All of these programs consistently require fine-tuning of curricula, evaluation and marketing. There are many opportunities to explore social marketing. Additionally, ongoing research to support best practice design and evaluation could be an area of study.

*Marketing/Public Relations/Business/Graphic Design:* As part of the mission to prevent child abuse, the organization holds at least one educational event per month, publishes resources on child abuse prevention and reporting, hosts fundraising events and provides resources to the community. All of these events and services require the design and execution of publicity or promotion print pieces as well as enhanced messaging to assure that our messages are effective in reaching the public.

## **Street Outreach Program (Lehigh Valley, Bucks County & Philadelphia)**

***Internships are open to undergraduate and graduate students***

The Street Outreach Program team provides regularly scheduled outreach via van to homeless youth in Allentown, Bethlehem and Easton sites. Specific services that are provided include: survival services including food and clothing; referrals to runaway shelters and medical services; information and education; and, individual assessment and counseling.

## **The Valley Youth House Shelter (Bethlehem, PA)**

### ***Internships are open to undergraduate and graduate students***

Valley Youth House operates a twelve-bed runaway and emergency shelter located at 539 Eighth Avenue in Bethlehem. Youth, ages 12 through 17, may enter the shelter and receive counseling and shelter services at any time during the day or night. When the youth enters the shelter, an interview that ascertains the youth's emergency needs and situation, and explanation of the services and responsibilities involved in a shelter stay is conducted. The parents are contacted within 24 hours, and attempts are made to set up parent and family counseling sessions. The staff provides counseling to each youth and his or her family in an attempt to resolve problems and reunite them. In 50% to 65% of all cases, the youth and parents/guardians are reunited. Another 25% of our clients are eventually placed with other relatives or in foster homes. The average shelter stay is six to ten days, and follow-up services are offered.

Specific responsibilities will include: entry intake and follow-up, assist with childcare, recreation and groups, drive clients to appointments, and observe individual and family counseling sessions.

## **Supportive Housing for Homeless Families (Lehigh Valley)**

### ***Internships are open to graduate students.***

The Valley Youth House Supportive Housing for Homeless Families Program has been developed to assist families who have been homeless and unable to transition from the homeless shelters to their own apartment or home. To help families make a successful transition to self-sufficiency and independence, this program provides rental assistance for a client leased apartment or home for up to 24 months, and provides case management services. Case management services will address: obtaining employment, job retention, obtaining child care services, budgeting, life skills, and parenting skills. The program offers assistance in connecting families to other community resources to help those who are in need of mental health treatment and/or drug and alcohol treatment. Referrals are made through Lehigh County Office and Children and Youth Services or Northampton County Division of Children, Youth, and Families. The families must be homeless or receive other temporary assistance to homeless families from their county caseworker.

## **Bucks County Shelter**

### ***Internships are open to undergraduate and graduate students***

Valley Youth House Shelter - Bucks County was opened in Warminster, Bucks County in March of 2002 to serve Bucks County youth, aged 6-18, referred through Bucks County Children and Youth Services. The Shelter also serves runaway and homeless youth ages 12-17. The 12-bed shelter provides the unique capacity to serve child and adolescent sibling groups while working toward family reunification or longer term residential care. Youth travel to their home schools or attend an in house educational program. The Shelter is located at 800 N. York Road, Bldg. 22, Warminster, Pennsylvania, 18974.

## **Training Department**

### ***Internships are open to undergraduate students***

The training department coordinates all aspects of the internal training needs of Valley Youth House. This includes researching current trends in treatment, updating mandatory internal trainings, scheduling and coordination of quarterly agency wide trainings and marketing of events. Interns would receive education in research regarding training topics and as well as how to develop new training curriculums based on staff need. Strong writing skills required, knowledge of Powerpoint and/or adobe software preferred.

# OVERVIEW OF THE STUDENT INTERNSHIP PROGRAM

## Purpose

The student internship program at Valley Youth House has two purposes:

1. To provide a positive experiential learning experience for aspiring professionals seeking to enter the social service field. It provides the opportunity to reality test skills, ideas, expectations, and goals.
2. To assist Valley Youth House in their goal of providing services to youth and their families.

As students are provided most of their education through the classroom, it is the philosophy of Valley Youth House that the primary process for learning in an internship should be through direct experience. Therefore, students doing an internship at Valley Youth House are given a great deal of responsibility and contact with the agency clientele. This varies according to program assignment and the amount of time the student has available for an internship.

## Program opportunities and assignments

A determination of which program a student will be placed will be made between the student and the Director of the Internship Program. Placement is based on the interest of the student, the needs of the agency, and an assessment of which program would provide the greatest opportunity for the student to achieve their goals for an internship. The Valley Youth House Internships are a minimum twelve-hour per week requirement. Although tasks are separated according to program, all programs entail similar responsibilities for student interns and are well structured giving students a positive developmental learning experience.

## Orientation and Beginning

On the first day the student begins their internship, they will receive an orientation. This orientation is done either individually or with a group and will take place at the site where the internship is performed. The orientation provides the student with a Valley Youth House manual specific to their program containing all of the necessary information and forms that the student will need in performing their responsibilities at the agency.

The orientation will include:

1. A tour of the facility in which the student will be working.
2. An in-depth review of the policies and expectations of student interns.
3. An in-depth review of the procedures of the program in which they are placed.
4. A review of all forms the student will be working with in their internship.
5. A description of student supervision.

The first one to two weeks a student is at Valley Youth House should be a period of orientation and observation. It is a time in which students should become familiar with the process by which the program operates, observe counseling sessions, engage with clients and learn directly from their supervisor and staff what is involved in all aspects of the program in which they are working.

After the second week, students should begin getting more actively involved in work assignments, such as counseling sessions, conducting intakes, contact with other agencies, conducting follow-ups, and recreation, etc. By mid-semester, a student should be completely familiar with the operation of the agency and should be actively involved with all aspects of the program in which they are working. From mid-semester to the end of a student's internship, a student should work primarily on developing their skills as a practitioner with special efforts made in areas designated during their mid-semester evaluation.

## **Supervision**

Each student will be required to attend supervision on a weekly basis. Supervisors are assigned to students according to program and educational needs. This may take the form of either group or individual supervision. Supervision will include both discussions of issues related to the work the student has been doing, as well as educating the student on different processes and systems.

## **Semester Contracts**

As students begin their internship at Valley Youth House, each student is required to develop a contract. This contract should reflect the student's goal for their internship and objectives for achieving each of these goals. It should be used by the student and supervisor as a guide for the student throughout the semester and will be used as part of their evaluation. Contracting is an ongoing process and is reviewed frequently and changed as needed.

## **Statistics**

Each Valley Youth House program has slightly different statistical documentation systems. In general, each student is required to document work or services performed by the student on each day at the agency. The student will be oriented and provided with the appropriate statistical material at orientation, along with an explanation of how the forms are to be filled out. The purpose of these forms is to have written documentation of the work the student is doing and is used for the agency's monthly statistical report. Additionally, in that one of the goals for the internship program is to provide an experiential learning experience to students that is representative of social service employment, we endeavor to have approximately 40% of their time spent providing direct in-person services to clients. This is monitored through supervisory review of the student's monthly statistics.

## **Intern Application Process**

The initial contact for a prospective student intern is with the Coordinator of the Student Internship Program. Once an application is processed, the applicant will have an interview either with the Coordinator of the Student Internship Program or with the director/supervisor of the program they wish to intern with. The interview serves the following purpose:

1. To provide the applicant with a description of Valley Youth House; its programs, philosophy and types of service.
2. To describe the Student Internship Program and opportunities available.
3. To assess the student's interests and capabilities and make a determination as to whether Valley Youth House would be an appropriate intern setting.

The Supervisor of the Internship Program is available to meet with the representatives of colleges or universities who want to explore placing student interns at Valley Youth House. Student interested in an internship at Valley Youth House should complete the attached application and mail it back to the Coordinator of the Internship Program. In order for interns to be accepted into the program, they must have their own transportation, preferably their own car, a valid driver's license, and no serious traffic violations. Student will need to obtain child abuse and criminal record checks through the state of Pennsylvania. Many students work their internship hours during evenings and weekends. It is highly recommended that students make these hours available in order to meet program requirements.