



## 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

### **Dauphin County**

1625 N Front St, 3<sup>rd</sup> Floor Harrisburg PA 17102

### **Delaware County SIL**

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

### **Lancaster County**

255 Butler Ave, Suite 204 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

### **York County**

137 W. Market St, York PA 17401 (717) 690-0930

## **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 six 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 46 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  
Bucks Kids First  
Project Silk - Allentown  
Development Department  
Staff Development  
Human Resources  
Grant Writing  
Project Child Greater Philadelphia  
Bucks County Shelter  
Bucks County Supervised Independent Living  
Independent Living – Dauphin County  
Independent Living – Lehigh Valley

Independent Living – Lancaster/York Counties

### Graduate Students

Lehigh Valley Shelter  
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  
Philadelphia Supportive Housing  
Bucks County Shelter  
Bucks County Supervised Independent Living  
Student Assistance Program  
Family Intervention Program  
Truancy Intervention Program  
Camp Fowler

# INTERNSHIP PROGRAM DESCRIPTIONS

## Administrative Internships

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 \$30M 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.

## 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.

## **Human Resources**

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

The Human Resources Intern will directly assist the Human Resources Generalist and VP of HR with a wide range of projects related to HR compliance, recruiting, onboarding/orientation, employee benefits. This internship is designed to be both educational and practical. In this position, the intern will learn how to take skills they may have acquired in school related to their particular areas of interest, and apply them in a professional setting. They will gain a better understanding of the role that Human Resources can play in a non-profit setting, and be better prepared to work in the arena of human resources and the nonprofit sector. The candidate will also have opportunities to network with the programs, finance, and development staff.

The Human Resources Intern will learn the practical application of:

- Steps in the recruiting and hiring process, including: posting job openings and reviewing resumes and monitoring the recruiting and application process.
- The importance of employment law and compliance, especially regarding employment eligibility, confidentiality, proper maintenance of employee files, and forms management.
- The interrelationship of HR and Finance in the areas of new employee paperwork, payroll issues related to onboarding and termination, use of a payroll management database, and report generation.

### **MAJOR RESPONSIBILITIES**

- Supports the HR Generalist in managing new hires,
- Creates and maintains files and databases for the human resources department.
- Implements and monitors system of documenting, managing and keeping track of candidates from receipt of applications to date of hire
- Performs filing duties for operations as needed.
- Assists in the proofreading, editing and preparation of job descriptions and drafting/editing basic correspondence
- Conducts background research on issues of relevance
- Supports HR Associate in scheduling and coordinating interviews, trainings, meetings etc
- Occasionally work on research projects.

## **Grants Department**

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

The Grants department is looking for a self-motivated individual to work with the Assistant Director and Grants Writer to locate and write grant proposals to secure funding for expansion and program development. The Grant writing intern would also be responsible for creating a calendar of available grants and deadlines for the upcoming year. This is an excellent opportunity to gain experience working with a professional staff in an enthusiastic, community-based Non-profit Environmental Organization.

#### **Qualifications:**

- Candidate must demonstrate excellent writing and research skills
- A background in sustainability is preferred
- Proficient in basic computer programs: MS Office

## **Clinical Internships**

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

#### ***Internships are open to undergraduate and Graduate Students***

The vision of Camp Fowler is based on the belief that all youth in our communities 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.

### **Student Assistance Program**

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

The Valley Youth House Student Assistance Program (SAP) provides short-term mental health counseling services to virtually every public school in Northampton County and selected elementary schools within the Allentown School District. Services are delivered at school sites and the program maintains a "no turn down" policy regarding referrals. Community linkages will be made for any student who requires additional resources. Graduate students will have the opportunity to carry a small case load as well as the referral process and the inner workings of school SAP teams.

## **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*
- **RRH** (*Rapid Rehousing*) – *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.

## **Project Silk (Lehigh Valley)**

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

Project SILK Lehigh Valley creates brave space for LGBT youth of color and their friends to be themselves. The program is a collaborative between Valley Youth House and the Bradbury-Sullivan LGBT Community Center. The center provides daily, professionally-staffed youth programs for LGBT youth ages 14-21, builds leadership among LGBT youth and provides HIV interventions to empower youth to be their own healthcare advocates. Graduate students will have the opportunity to conduct individual and group counseling sessions for youth interesting in receiving services in a safe, supportive and accepting environment.

## **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.

## **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.

## **Bucks Kids First**

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

Bucks Kids First meets Monday through Thursday after school September through May. Clients engage in outdoor therapeutic recreation, life skills training, homework assistance, cultural and educational activities, group therapy, service projects, and individual therapy. Through these interventions, clients learn about their strengths, growing edges, impact on their environment, and potential impact in their futures. Clients experience a range of situations and are supported in considering what kind of person they want to be in each situation. The evidence based measures have shown that these interventions lead to decreased depression, increased self esteem, increased future aspirations, healthier relationships, empowerment, and positive decision making.

## **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 Staff Development Supervisor. Once an application is processed, the applicant will have an interview either with the Staff Development Supervisor 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 unless it is a non-driving position.** Students will need to obtain child abuse and criminal record checks through the state of Pennsylvania and possibly a FBI clearance. Interns in our 3800 regulated programs will also need a recent physical (within 12 months) 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.