



## JOB DESCRIPTION

### Community Engagement Summer Internship at Shiawassee Health and Wellness

#### GENERAL DESCRIPTION:

Shiawassee Health and Wellness, in partnership with the Cook Family Foundation, is seeking a highly motivated and enthusiastic individual to join our team as a Community Engagement Fellow for the summer. This intern will play a vital role in supporting the community engagement efforts of Shiawassee Health and Wellness, a mental health agency committed to promoting wellness and improving the lives of individuals and families in Shiawassee County.

#### EXPERIENCE:

- Currently enrolled in an undergraduate or graduate degree program (pursuing a degree in social work, psychology, public health, public relations, marketing, or a related field).
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Strong interest in community engagement and mental health.
- Flexibility to attend a wide range of meetings and events throughout the summer.

#### PHYSICAL REQUIREMENTS/WORKING CONDITIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a documented medical condition to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand, bend, reach with hands and arms, to use hands and fingers to handle or feel; to talk and hear; and frequently walk and move about the facility and community. The employee is occasionally required to stoop or kneel.

The employee must frequently lift and/or move up to 25 pounds. Must be able to review records, documents. Work is mostly performed in an office environment, at the main location. Remote work is possible and available as needed. Will involve travel to other locations/agencies/meetings. May require evening and weekend hours.

May experience rapidly altering work assignments as directed or required to meet deadlines.

Maintain a valid driver's license and driving record that meets agency requirements.

## **COMPETENCIES:**

- Ability to work effectively as part of a team or independently with minimum supervision.
- Possess excellent organizational and time management skills and the ability to prioritize work assignments and perform job responsibilities in a timely manner to meet scheduled deadlines.
- Knowledge of proper business writing and grammar usage. Ability to communicate effectively in person, in writing and by phone.
- Ability to concentrate and accomplish multiple tasks despite interruptions.
- Ability to be detail orientated.
- Ability to establish rapport with other staff, consumers, and the public.

## **ESSENTIAL FUNCTIONS:**

1. Attend outside group meetings to engage with local organizations and stakeholders, building relationships and understanding community needs.
2. Regularly interact with service users at New Directions, our agency's clubhouse program, to provide support and promote our services.
3. Participate in all committee and board meetings to stay informed and contribute to decision-making processes.
4. Contribute to the development of community partnerships and initiatives.
5. Assist with research and planning for specific community engagement projects and events.
6. Take ownership of a specific project, such as collaborating with New Directions to identify and engage with a "Mr. Owosso" candidate, a community member who is making a positive impact in our community.
7. Work closely with the agency's staff, under the supervision of the Community Engagement and Grants Manager and Executive Assistant, with additional guidance and support from the and/or SHW's CEO.

**CULTURAL COMPETENCE:**

Demonstrate awareness, sensitivity, knowledge, and use of appropriate approaches, skills and techniques that reflect an understanding of the social, cultural and economic diversity of the target population served by the Agency.

**COMPENSATION AND TERM:**

This is a paid internship opportunity for a duration of 8-10 weeks, with flexibility to accommodate the summer semester schedule.

If you are a motivated and driven individual interested in community engagement and mental health, please submit your resume, cover letter, and a brief statement outlining your interest in the Community Engagement Fellow position.