



## ADMINISTRATIVE INTERNSHIP POSITION DESCRIPTION

**Position Summary:** Reporting directly to the Executive Team, this position assists in providing administrative support throughout the various programs offered by our agency including counseling, assessments, and behavior services. This position may perform other related tasks that are a part of the agency's operation. This position requires excellent written and verbal communication skills, impeccable organization and time management abilities, and discretion.

**Internship Learning Objectives:** Our training program is designed to provide an opportunity to apply knowledge and skills learned in the classroom to day-to-day business operations. Our staff works in collaboration with our students to ensure their work experience is clearly related to coursework, major field of study, and career goals. Based on the student's major and training needs, learning objectives are customized at the onset of the training experience. Examples may include:

- Demonstrate understanding of legal and ethical standards governing client confidentiality and privilege
- Identify and report on issues affecting HIPAA-compliant client record management and retention
- Effectively utilize electronic medical records
- Identify, define, and use mental health terminology appropriate to internship site.
- Participate in strategic planning and implementation of school-age children executive functioning research project.
- Understand market research and ethical considerations as applied mental health services and social marketing campaigns
- Develop skills in utilizing scientific knowledge base to inform community about psychological issues
- Enhance ability to prepare and present psychoeducational materials to culturally diverse populations
- Develop awareness and understanding of multicultural and diversity issues and how those issues impact clinical and administrative work
- Develop ethic of professional responsibility as demonstrated in timeliness of reports and ability to maintain expected work load
- Demonstrate progress in the development of one's professional identity, and increase ability to function as a contributing member of a professional team

**Experience Offered:** Examples of internship tasks that may be utilized to meet learning objectives include:

- Assist in the maintenance and auditing of client files, and general office organization
- Work with Executive Team on updating client handouts and resources
- Assist in coordinating community awareness initiatives via distribution of materials and networking events
- Provide support with day-to-day office operations and upcoming executive functioning research project
- Assistance with social media initiatives (optional)
- Maintain strictest confidentiality; adhere to all HIPAA guidelines, confidentiality regulations and agency policies; and maintain compliance with current agency policies and processes
- Submit service activity logs including schedules, timesheets and mileage; consistent with agency policy
- Additional internship-related duties and responsibilities may be assigned, in support of meeting learning objectives

**Knowledge, Skills and Abilities:**

- Motivated self-starter with a strong attention to detail
- Able to communicate clearly, effectively, and professionally in writing
- Ability to communicate orally in-person, by telephone, and virtually
- Fluency in computer and Internet use
- Ability to plan, implement, evaluate and report activities conducted
- Ability to communicate effectively in writing and to prepare written and electronic documents

- Ability to travel to meetings and activities at agency and off-site locations
- Ability to present oneself in an appropriately personable and professional manner
- Ability to receive and utilize constructive feedback regarding performance
- Ability to be both consistent and flexible as circumstances warrant

**Education and Experience Requirements:** Applicants must be current college or graduate students, have fluency in computer and Internet use, including Microsoft Office (Word, Excel, Outlook, etc.).

**Experiences preferred, but not required include:** Understanding of social media platforms (e.g. Facebook, Twitter) HTML, FBML, Adobe Photoshop, Spanish language.

**Position Type and Expected Hours of Work:** This unpaid internship is for 10-15 hours each week, with a minimum one-semester commitment. Students majoring and/or interested in careers in psychology, social work, nonprofit management, and/or healthcare administration will find experiences in this position most relevant to their career development.

Learning Dynamics offers an average of 4 hours of weekly didactic training for our graduate clinical interns on various topics related to therapeutic and assessment interventions. Administrative interns can attend trainings, as schedules permit. Additionally, Learning Dynamics is an approved provider of continuing education hours for mental health professionals. Interns in our program may assist in our programs and attend events at no-cost.

**Application Procedures:** Send CV, cover letter, unofficial transcript, and names of three professional references to: Human Resources, Attn: Lizeth Lopez, M.S., Psy.D. at [hr@learningdynamicsinc.org](mailto:hr@learningdynamicsinc.org) or fax (310) 393-9893. Specify which primary office location you are applying to (Bakersfield or Woodland Hills).

For questions call (310) 855-3276 or email [hr@learningdynamicsinc.org](mailto:hr@learningdynamicsinc.org). For additional information on our agency please visit our website at [www.learningdynamicsinc.org](http://www.learningdynamicsinc.org)

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