



PAID SUMMER INTERNSHIP

Position: Mental Health Resource Coordinator

Salary: \$2,750 over 8 weeks

Location: North Dallas

About CONTACT: Every day we serve people, from teens to seniors, facing daily life challenges. Through 24-hour free confidential listening, comfort, and a connection to resources, education, and emergency assistance, we give people the ability to take back control of their lives. www.contactcrisisline.org

Job Summary: CONTACT is positioning itself to be the leading mental health referral resource for the Dallas area. The Mental Health Resource Coordinator will work towards achievement of this goal by updating the mental health resource listings for the Dallas Metroplex.

- Coordination of CONTACT database resources:
 - Review, update and evaluation of current resource listings
 - Assist in the development of strategies and procedures for growing number and scope of mental health resources to be added into database.
 - Research new mental health agencies and programs, directly contact mental health providers, and collaborate with other community efforts to build comprehensive resource listings.
- Orientation and basic training of CONTACT's crisis intervention model provided to understand the role of the crisis line specialist and their use of mental health referrals.
- As needed, engage in outreach efforts to educate community agencies and the general public on CONTACT services (For example, community fairs and small presentations).

Requirements:

- Currently enrolled undergraduate college student who will be returning to college in Fall 2012.
- Internship can be completed in any 8-week period between May 21 and August 31, 2012 (35 hours per week)
- Computer proficiency, strong customer service skills and attention to detail required
- Students with immediate family employed by ExxonMobil are not eligible
- Ideal candidate will have career goals in the mental health field, be self-motivated and have a keen interest in expanding their knowledge of the continuum of care for mental health in the Dallas area.

To apply: Send a cover letter, resume, and minimum of two references to thutter@contactcrisisline.org.

Deadline is March 30, 2012

***Internship made possible through the generosity of
ExxonMobil Community Summer Jobs Program***