



Merryman House Domestic Crisis Center Internship Program INTERNSHIP Application Form

To apply for the Merryman House Domestic Crisis Center (MHDCC) Internship Program, please complete this application. Once it's completed, you may print it out to mail or send it by email.

Please send all materials to:

Brooke Jacobs

Director of Client Services

PO Box 98

Paducah, KY 42002

(270) 443-6001

brooke@merrymanhouse.org

Please send all materials either as one package or in one email – do not send a separate email for each attachment.

PLEASE INCLUDE ALL OF THE FOLLOWING APPLICATION COMPONENTS:

- Completed application form
- Responses to short essay questions
- Completed ranking page
- Signed Background Check form
- Copy of Transcripts showing enrollment in accredited university (graduate-level only)
- Copy of student liability insurance (graduate-level only)
- Letter of support from faculty advisor or program faculty (graduate-level only)

Woman Aware, Inc. dba Merryman House Domestic Crisis Center is a 501(c)3 nonprofit organization.

Your contribution is tax-deductible to the extent allowed by law. EIN: 61-0974637

No goods or services were provided in exchange for your generous donation.

INTERNSHIP APPLICATION FORM

Name: _____ Email: _____

Phone: _____ Address: _____

1. What type of Internship Track are you interested in? (Circle one)

Bachelor's Level

- **Administrative/Clerical**
- **Direct Client Services in Emergency Shelter (answering crisis line, initial intakes, care for clients, help with support groups)**
- **Court Advocacy Services (Court Accompaniment, Emergency Protective Orders)**
- **Development (fundraising, donor-relations, social media campaigns)**

Graduate Level

- **Clinical Track (counseling sessions with clients, psycho-educational groups, research)**

2. Are you willing to submit to a background check? **Yes No**

3. Do you have a valid Driver's License? **Yes No**

4. Do you have your own transportation? **Yes No**

5. Are you fluent in a language other than English? **Yes No**

If so, what language(s):

6. Is there anything else you would like us to consider when evaluating your application or considering your fit with the volunteer opportunities?

I certify that all information enclosed is complete and accurate to the best of my knowledge. I hereby give permission to Merryman House Domestic Crisis Center to verify the accuracy of information provided.

Name: _____

Date:

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SHORT ESSAY QUESTIONS

Please type your answers in the blank spaces provided. Please answer the following questions thoroughly; however, do not feel obligated to use the entire space if not necessary for your response. This section provides a way for MHDCC to get to know you better.

1. What lead you to choose Merryman House Domestic Crisis Center as a site agency?

2. What type of schedule/hours/days/etc. are you interested in as far as your internship time is concerned? Please give more detail than above in #1.

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INTERNSHIP OPPORTUNITIES

1. Please rank 1-4 the issue areas below, with 1 being the area in which you are most interested, and 4 being the area in which you are least interested.

_____ **Administrative:** Assisting administrative team in grant work, community education opportunities, assisting administration & advocacy team with support necessary to run the emergency shelter program- Less direct client contact track.

_____ **Client Care Center:** Assisting clients with daily needs, staffing the crisis line/business line, staffing security gate traffic, guiding callers & clients to appropriate staff, assisting/filling in for court advocacy. More direct client contact track.

_____ **Advocacy:** Complete intakes and exits for adult clients as needed, provide information and referral as needed to complete goals, facilitate support groups, meet with adult clients implementing strategies to assist clients in meeting their goals, on-going case management. Direct client contact track.

_____ **Special Event:** Assist with sporadic special events to plan and/or staff fundraisers, PR events, presentations, etc. Development Track.

_____ **Clinical Track (For graduate –level with appropriate credentials only):** Complete assessments for adult clients as needed, facilitate clinical support groups, meet with adult clients to provide clinical level case management, make referrals to additional support when needed. Direct client contact track.

2. Please select up to four work activity areas in which you are most interested in:

_____ Providing direct service to clients

_____ Community Engagement

_____ Communications/Marketing/Social Media

_____ Working with children/youth

_____ Fundraising/grant writing/event planning

_____ Program/Policy Development

_____ Facilities Maintenance

_____ Court Accompaniment

_____ Group Facilitation

_____ Advocacy/Goal Attainment