



If you are interested in

EXPLORING & CONTRIBUTING

to a nationally recognized human service system, and you are detail-oriented, creative, enthusiastic, able to balance multiple priorities simultaneously and comfortable working in a team or individually, becoming a DHS intern may be the opportunity that will shape your future.

DHS is

responsible for providing and administering publicly funded human services to Allegheny County residents.

DHS Principles

All services will be:

- High quality, comprehensive and accessible.
- Individualized and designed to be respectful of the unique cultural characteristics of each individual and/or community.
- Integrated and offered through a team approach that recognizes the capacity of individuals and families to identify their own strengths, needs and goals; create relationships and natural supports; and take steps necessary to accomplish these goals.

Human Services Building

One Smithfield Street, Fourth Floor

Pittsburgh, PA 15222

phone: 412-350-5701

fax: 412-350-4004

www.alleghenycounty.us/dhs.aspx



The Allegheny County Department of Human Services does not discriminate against anyone on the basis of a protected class including: race; color; religion; national origin; ancestry or place of birth; sex; gender identity or expression; sexual orientation; disability; marital status; familial status; age (40 and older); use of guide or support animal because of blindness, deafness or physical disability.

DHS funding information is available at

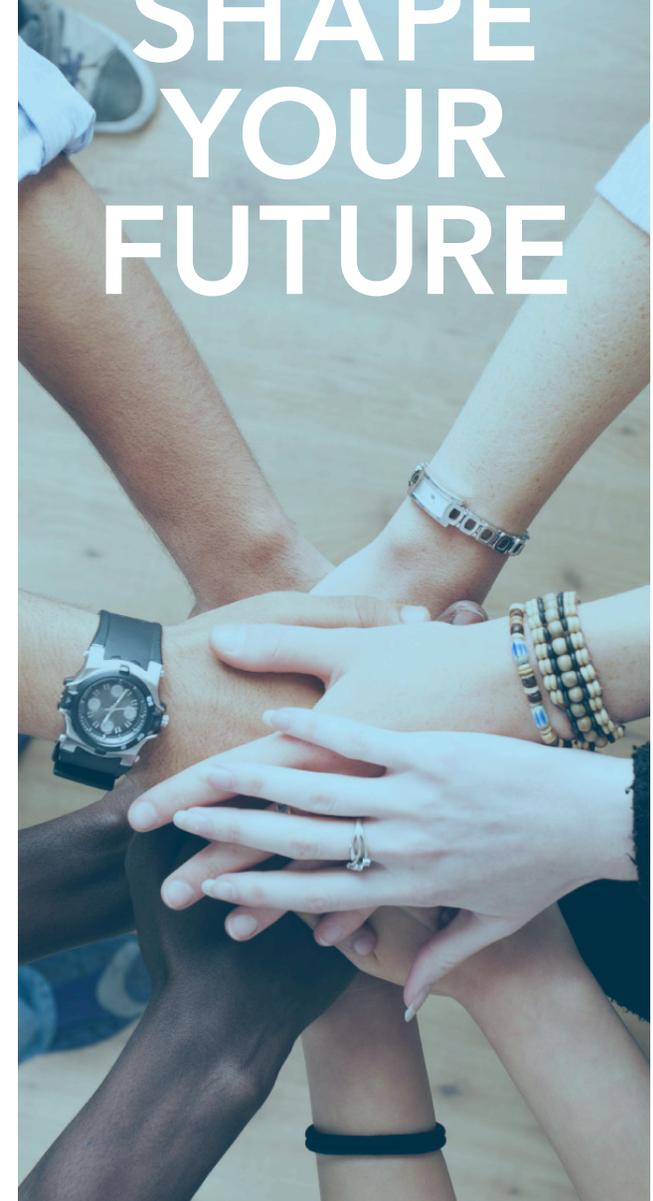
www.alleghenycounty.us/dhs/funding.aspx

Produced by the Office of Community Relations, 8/2015

DHS Internships

An opportunity to

SHAPE YOUR FUTURE





DHS internship basics

If you are looking for a meaningful, substantive opportunity to work in county government for an agency nationally recognized for its innovative approaches to providing human services to its residents, the Allegheny County Department of Human Services may have internships that fit with your skill sets and aspirations. DHS internships are paid positions, either part-time or full-time. We accept interns during the summer or the school year for varying but defined durations.

Who can be a DHS Intern?

To qualify as a DHS intern, you must both be enrolled in a higher education program and be a resident of Allegheny County for the duration of your internship.

Where you can intern

Internship positions are often available in

Executive Office/Integrated Program Services

Office of Administrative and Information Management Services

Office of Community Relations

Office of Data Analysis, Research and Evaluation

Internships may also be available in

Area Agency on Aging

Office of Behavioral Health

Office of Children, Youth and Families

Office of Community Services

Office of Intellectual Disability

How to apply

1

Visit the Offices page of the DHS website at www.alleghenycounty.us/dhs/offices.aspx

2

Determine which DHS offices are of interest to you (up to 3).

3

Write a cover letter that specifies the time frame you are available (summer, school term(s)), your top DHS office preferences and why you feel your educational background and/or experiences would be a good fit for DHS and the offices identified.

4

Put your first and last name as well as the beginning and end dates of your desired internship in your e-mail subject line.

5

Email your résumé and cover letter to DHSInternships@AlleghenyCounty.us

What happens next

If your skills and interests match a current DHS project, you will be called for an interview.