



WE ARE HIRING!

STUDENT INTERN POSITION FOR SUMMER!
RATE OF PAY: \$19.94/HR

**Ontario County Community Mental Health Services
Department is currently seeking applicants to fill a Student
Intern vacancy.**

MINIMUM QUALIFICATIONS:

The Ontario County Community Mental Health Services Department is looking for a student who has completed one (1) year of college study from a college or university with a major in business, engineering, finance, marketing, planning, public administration, human resources, nursing, criminal justice, statistics, or a closely related field AND must be currently enrolled full-time in an accredited college degree program at time of application.

DUTIES INCLUDE BUT NOT LIMITED TO:

- Entering client's demographics into the electronic medical record system.
- Assisting support staff with scanning and attaching patient records into patient charts, filing, copying, replenishing forms, etc.
- Assisting with scanning/copying and organizing therapy activity/worksheets and handouts, etc. into a filing system.
- Working with medical biller/support staff to stuff envelopes, create, address labels, etc. to prepare letter to clients for mailing.

To apply visit: <https://ontario-portal.mycivilservice.com/jobopps>