



Clinic Support Intern, Concordia Arts in Health Centre Fall & Winter 2024-5 Internship

This position is open to Concordia students in a degree program relevant to the internship's focus. If you would like to be informed of future internship opportunities, please sign up for [our internship mailing list](#) (1-3 minimal emails a semester).

Description of Organization

The Concordia Arts in Health Centre's (CAiHC) mission is to provide high-quality, accessible services from the Creative Arts Therapies (CATs) Department to the greater community as part of an innovative experiential learning opportunity for our students. This initiative grew as an extension of our department's preexisting internship program to expand services to communities who may not otherwise have ready access to Creative Arts Therapies. The need for mental health resources in the community has been ever-expanding to the point of being deemed a crisis, and the recognition of the benefits of the Arts in Health has also been coming to the forefront. The CAiHC work is grounded in social justice, systemic thinking, and research-informed best practices in the CATs field.

Responsibilities and deliverables

- Supporting reception desk
- Helping with community outreach and client recruitment
- Maintaining inventories and helping with orders
- Assisting with basic administrative task
- Helping to ensure client rooms are organized and tidied

Additionally, all SHIFT interns are required to attend internship events and workshops as part of their paid hours.

Assets and Requirements

- Student must be registered as a Concordia student
- Must be available to attend:
 - SHIFT's Internship Kick-Off Event (4:30-7 PM, 5th September 2024)
 - 2 virtual or hybrid workshops for professional development (dates TBD)

This internship is sponsored by the SHIFT Centre for Social Transformation. [Learn more](#)



- SHIFT's Internship Closing Event (4:30-7 PM. 11th April 2025)
- Experience with community sector and service providing work (health sector preferred)
- Social media and communication skills an asset
- Intermediate-advanced excel skills
- Experience with inventories/ordering
- English proficiency required, French a strong asset

Duration

24 weeks total; 12 weeks in the fall 2024 semester and 12 in the winter 2025 semester

**Precise dates to be decided between the student and host organization. Possibility to renew over Summer 2025.*

Site of employment: In-person, various locations

Mostly in 2155 GUY ER building, but some on location in community satellite and partnering locations- Mont St. Antoine and Batshaw youth protections, Tyndale St. George, Schools, Head and Hands, Old brewery mission- depending on need and scheduling.

**All SHIFT interns are also welcome to come [co-work at SHIFT's space](#) (LB-145) throughout the work week.*

Hours: 240 hours total (roughly 10 hours a week)

Remuneration: \$5,000

Please note that SHIFT payments are made as honorariums, sent in 3 installments.

Deadline to apply: Sunday, 12 August 2024

To apply, please send an email to Heather McLaughlin (heather.mclaughlin@concordia.ca) and Josephine Lee (center.for.arts.in.health@gmail.com) with:

- Email subject: "Clinic Support Intern application"
- Cover Letter
- CV

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