



1805 Garner Station Blvd., Raleigh, NC 27603

Gateway Clubhouse is a 'Clubhouse model' rehabilitation program in Raleigh for individuals with brain injury. Gateway is the only brain injury Clubhouse in the state of NC and follows a structured, work-ordered day schedule.

*Internship Responsibilities:* assist in the daily operation of the Clubhouse and the development and coordination of work unit activities for persons with brain injury; assist Clubhouse Specialists in facilitating house and unit meetings; work side-by-side with members to assist them complete administrative and maintenance work unit tasks; participate in intake and orientation for prospective members; assist staff to develop, monitor, and update service plans and progress reports on a monthly basis with member input; assist staff to complete documentation regarding members' progress and participation in the Clubhouse program; design, implement, and evaluate behavior interventions based on positive behavioral support methodology; accompany staff and members on community and program marketing/outreach outings; and assist the Clubhouse in educating the community about brain injuries, prevention, and the Clubhouse model for brain injury.

*Contact for this internship is:*

Jessica Conard, MRC, CRC  
 Clubhouse Manager  
 jconard@gatewayclubhouse.org  
 919-662-0940

Applicant Information			
Last Name	First	Date	
Street Address			Apt/Unit
City	State	Zip	
Phone	Cell Phone		
Email address:			
Have you ever been convicted of a felony?		If yes please explain:	
<input type="checkbox"/> Yes <input type="checkbox"/> No			
<ul style="list-style-type: none"> <li>• Potential interns will need to undergo a drug screening.</li> <li>• Potential interns will need to undergo a background check if they have not lived in NC for the last five years.</li> </ul>			

## Availability

Please check semesters of availability:

Fall    Spring    Summer    Other, please explain: \_\_\_\_\_

Please check your general availability	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
Morning (approx. 9-12)					
Afternoon (approx. 12-3)					

## Experience/Education and Skills

Do you have experience working with individuals with brain injury?    Yes    No

*If so, please explain:*

Are you currently a full-time student?

Yes    No

If yes, please indicate school and department:

Level

Freshmen    Sophomore    Junior  
 Senior    Graduate student

Areas of study:

Do you speak any other languages?

Yes    No

If yes, please list language

Fluent    Semi-Fluent    Basic

Do you have a basic working knowledge of Microsoft Word and Microsoft Excel?

Yes    No

## Personal Information

Why are you interested in an internship at Gateway Clubhouse?

What specific experience would you like to gain through this internship?

Describe your long-term career goals:

<b>Professional References</b>	
<u>Name</u>	<u>Relationship and contact info (e-mail and/or phone number)</u>

<b>Disclaimer and Signature</b>	
I certify that my answers are true and complete to the best of my knowledge. If this application leads to an internship assignment, I understand that false or misleading information in my application may result in my release.	
Signature:	Date:

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*Please submit a resume/CV with your internship application. A cover letter is optional but preferable.*