



Denton County MHRM Center

Internship and Volunteer Positions

Psychiatric Clinic Intern/Assistant:

Description: Assists with day to day operation of clinic by preparing charts, checking lab orders, scheduling appointments, taking vital signs (if qualified); working with Medical Records Dept. by requesting and returning charts, and assisting with paperwork

Mental Health/MR Case Management Intern/Assistant:

Description: Shadow a case manager during Center appointments and home visits; prepare paperwork; observe meetings; learn about how consumers are served in a Community MHRM Center

Medical Records Assistant:

Description: Alphabetize documents and stamp dates on them; attend the "chart request" window; keep shelves organized; learn about the keeping of medical records in a Community MHRM Center

Human Resources Intern/Assistant:

Description: Contact references and complete required documentation; process applications; answer phone; file; data entry; and general HR office responsibilities

Clerical Assistant:

Description: Assist a department with filing, copying, folding brochures, data entry, and other clerical duties as assigned

Family Living Services Assistant:

Description: schedule appointments; make appointment reminder calls; send out mailings; make coversheets for contracts; make spreadsheets; get signatures; file; purge old files

To apply for a position, please submit a completed Volunteer Application by mail to P.O. Box 2346, Denton, TX 76202 or in person to 2519 Scripture St., Denton, TX 76201.

Please write which position is being applied for at the top of the application.

Positions may not be available at all times.