



Denton County Mental Health Mental Retardation Center (DCMHMR)

Open Internship and Volunteer Positions

Denton County MHMR Center is a not-for-profit community center that serves persons with mental illness and mental retardation. Our mission is to enhance the quality of lives of the individuals served and their family members.

- **Psychiatric Clinic Intern:**

Description: Assist doctors, nurses, and case managers; take vital signs, if interested

Opening(s): 1 - Denton, 1 - Lewisville

- **Psychiatric Clinic Office Assistant:**

Description: Assist with scheduling doctors and nurses; work with Medical Records dept; input data in computer; may take vital signs, if qualified

Opening(s): 1 - Denton

- **Medical Records Specialist Intern: DOPC**

Description: Sort documents and attend the "chart request" window; keep shelves organized; learn about the keeping of medical records in a community health center

Opening(s): 2 - Denton

- **Case Management Intern:**

Description: Assist with case management and help with the duties of case manager; prepare paperwork; observe meetings; learn about how consumers are served in a Community MHMR Center

Opening(s): 2-3 - Denton, 2 - Lewisville

- **Peer Volunteer:**

Description: Requires one year commitment minimum; befriend a consumer; teach consumer how to read or write, for example; take consumer on social outings; consumer may be child or adult. Reliability, dependability, and trustworthiness are key for this position! Some positions request knowledge of Spanish.

Opening(s): 5 - Denton, 6 - Lewisville

- **Human Resources Intern:**

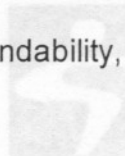
Description: Contacting references and completing required documentation; completing background checks; processing applications; answering phones and general HR office responsibilities; filing; data entry

Opening(s): 1 - Denton

- **Fundraising/Events Committee Member:**

Description: Help raise funds and plan events for the center. Reliability, dependability, enthusiasm, and perseverance are key for this position! One year minimum commitment.

Opening(s): 5 – Denton



For an application or more information, please contact:

Denton County MHMR Center
Lisa Sorensen, Volunteer Coordinator
2519 Scripture
P.O. Box 2346
Denton, TX 76202
940-565-5282

Volunteer/Intern applications can be found in the lobby at 2519 Scripture, Denton or by the following website: www.dentonmhmr.org, then click on DCMHMR Volunteer Page.

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