



If you are interested in

EXPLORING & CONTRIBUTING

to a nationally recognized human service system, and you are detail-oriented, creative, enthusiastic, able to balance multiple priorities simultaneously and comfortable working in a team or individually, becoming a DHS intern may be the opportunity that will shape your future.

DHS IS

responsible for providing and administering publicly funded services to Allegheny County residents.

DHS PRINCIPLES

All services will be

- high quality, comprehensive, and accessible.
- individualized and designed to be respectful of the unique cultural characteristics of each individual and/or community
- integrated and offered through a team approach that recognizes the capacity of individuals and families to identify their own strengths, needs, and goals; create relationships with natural supports; and take steps necessary to accomplish these goals.



Rich Fitzgerald

ALLEGHENY COUNTY EXECUTIVE

Erin Dalton

DIRECTOR, DEPARTMENT OF
HUMAN SERVICES

www.alleghenycounty.us/dhs

Human Services Building
One Smithfield Street
Pittsburgh, PA 15222-2221

Phone: 412-350-5701

Fax: 412-350-4004

The Allegheny County Department of Human Services does not discriminate against anyone on the basis of a protected class including: race; color; religion; national origin; ancestry or place of birth; sex; gender identity or expression; sexual orientation; disability; marital status; familial status; age (40 and older); use of guide or support animal because of blindness, deafness, or physical disability.

DHS funding information is available at www.alleghenycounty.us/dhs/funding.aspx
Produced by the DHS Office of Community Relations 7/2021



Department of Human Services INTERNSHIPS



An Opportunity to

SHAPE YOUR FUTURE



DHS internship basics

If you are looking for a meaningful, substantive opportunity to work in county government for an agency nationally recognized for its innovative approaches to providing human services to its residents, the Allegheny County Department of Human Services may have internships that fit with your skill sets and aspirations. DHS internships are paid positions, either part-time or full-time. We accept interns during the summer or the school year for varying but defined durations.

Who can be a DHS intern?

To qualify for a DHS internship, you must be enrolled in a higher education program and be either a legal resident of Allegheny County or attending a college or university in Allegheny County.

Where you can intern

Internship positions are often available in

Executive Office

Integrated Program Services

Office of Administration

Office of Analysis, Technology and Planning

Office of Equity and Engagement

Internships may also be available in

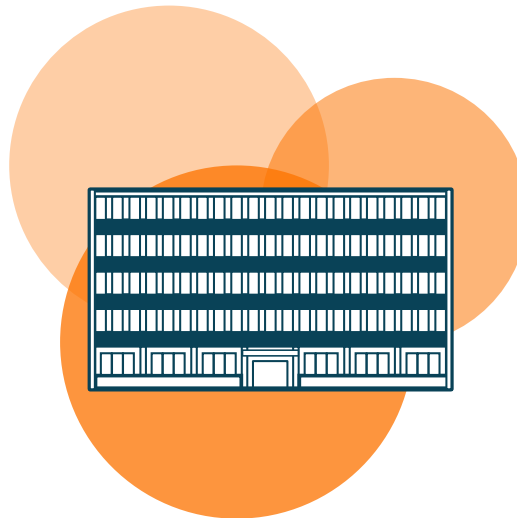
Area Agency on Aging

Office of Behavioral Health

Office of Children, Youth and Families

Office of Community Services

Office of Intellectual Disability



How to apply

1

Visit the Offices page of the DHS website at www.alleghenycounty.us/dhs/offices.aspx

2

Determine which DHS offices are of interest to you (up to 3).

3

Write a cover letter that specifies the time frame you are available (summer, school term(s)), your top DHS office preferences and why you feel your educational background and/or experiences would be a good fit for DHS and the offices identified.

4

Put your first and last name as well as the beginning and end dates of your desired internship in your e-mail subject line.

5

Email your résumé and cover letter to DHSInternships@AlleghenyCounty.us

What happens next

If your skills and interests match a current DHS project, you will be called for an interview.