



TRILLIUM HEALTH RESOURCES INTERNSHIP OPPORTUNITY

About Trillium Health Resources

Trillium Health Resources is a local governmental agency (LME/MCO) that manages mental health, substance use, and intellectual/developmental disability services in 28 eastern North Carolina counties. Our responsibility is to connect individuals and families to the help they need when they need it. We are responsible for managing state and federally funded services for people who receive Medicaid, are uninsured or cannot afford services.

Trillium's mission is **"Transforming lives and building community well-being through partnership and proven solutions."** Trillium is committed to coordinating quality services for all members and their families based on each member's needs, with the ultimate goals of independence, autonomy, and fulfilling one's potential. We believe that the people we serve are citizens with all the rights and responsibilities that includes.

Trillium does not provide direct care. Instead, we partner with agencies and licensed therapists in our Provider Network to offer services and supports to people in need in or near their own communities. We ensure the delivery of the right services, in the right amount, at the right time. We also work collaboratively with local non-profits, other governmental agencies, medical providers, and hospitals to create a holistic system of total patient care that recognizes all needs of an individual.

What you'll gain

As a Trillium Health Resources intern, you will work alongside passionate and experienced professionals in the Communication and Marketing Department that carry out all communications, website, and public relations activities and consistently articulate Trillium Health Resources' mission. You will have the opportunity to contribute to the future of North Carolina's health system by sharing ideas and implementing exciting projects.

By completing an internship with Trillium you will learn and be exposed to:

- The development of exploratory skills
- Knowledge about locally managed health care
- Project management and teamwork insight

Our expectation is to provide you with the tools, skills and confidence that will add value your professional goals. You will be assigned an on-site supervisor that will provide mentorship, in addition to scheduled formal and informal check-ins and evaluations.

Who we're looking for

We are looking for self-motivated, creative and passionate individuals that are eager to think outside of the box! This internship is open to undergraduate students who are enrolled in a North Carolina college or university and who are interested in working in the public sector. This internship will assist in creating a document repository on our SharePoint page to assemble and organize all documents that are created for members and providers and would need to be accessed by anyone in this organization. We also want to develop a photo archive system to organize, add metadata and tag, and date all photos captured at Trillium since 2015. The ideal candidates will possess experience in photo archive/storage or document repositories but not required. Requested majors should have necessary experience in cloud file storage, Microsoft Office, online shared platforms such as SharePoint and Adobe. Interns will need to possess the ability to participate within a team as well as act autonomously as appropriate. Knowledge about mental health, substance use, and individuals with developmental disabilities is appreciated, but not required. Internships will be completed within office hours from 8:30am - 5:00pm at 10 hours per week, but the schedule can be adjusted around classes and to meet minimum school requirements.

Please Note: This is an unpaid, non-clinical internship.

Current Openings

**Internship opportunity in our Communications and Marketing Department
(FALL SEMESTER: August – December 2023)**

Title: Document Repository and Photo Archive

Location: Wilmington, NC or Remote

Closing Date: June 15, 2023

Preferred academic major: Journalism, Communications, English, Marketing or Library Science

Applicants may apply by completing the [Trillium Internship Application](#).

Contact Information:

Trillium Health Resources
Human Resources Department
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