

## Internships, Job Shadowing, and Volunteers

An undergraduate candidate who would like to do an internship with Oriana House, Inc., must be willing to complete a minimum of 150 unpaid hours and provide three professional references. There are internship opportunities in Akron, Cleveland, and North Central Ohio (NCO – Sandusky, Tiffin, and Fremont). Occasionally there are also opportunities for paid graduate internships at the Agency.

Interns can complete an application in person at the following locations or can submit a resume using one of the options listed below:

### **1. Akron**

#### **Oriana House, Inc., Administrative Offices**

885 East Buchtel Avenue  
Akron, Ohio 44305  
(Monday - Friday, 8:00 a.m. - 4:00 p.m.)

#### **Cleveland**

#### **North Star Reentry Resource Center**

1834 East 55<sup>th</sup> Street  
Cleveland, Ohio 44103  
(Monday - Friday, 9:30 a.m. – 5:00 p.m.)

### **2. E-mail a resume to:**

[RecruitmentAkron@orianahouse.org](mailto:RecruitmentAkron@orianahouse.org) (Akron)

[RecruitmentCleveland@orianahouse.org](mailto:RecruitmentCleveland@orianahouse.org) (Cleveland)

[RecruitmentNCO@orianahouse.org](mailto:RecruitmentNCO@orianahouse.org) (Fremont, Sandusky, and Tiffin)

### **3. Fax a resume to 330-996-2233.** Please indicate 'Attention Human Resources Department' on your fax coversheet. This fax number is valid for consideration for all locations.

### **4. Mail a resume to Oriana House, Inc., Human Resources Department, P.O. Box 1501, Akron, OH 44309-1501.** This address is valid for consideration for all locations.

## Job Shadowing

Any adult interested in observing employees at an Oriana House facility for not more than one day (eight hours) should contact the HR Department via the [RecruitmentAkron@orianahouse.org](mailto:RecruitmentAkron@orianahouse.org) email address. Let us know you are interested in job shadowing and provide a phone number at which we can contact you. An approved observer must complete an Observation Release and Waiver form. This form must also be completed by student nurses who will observe our nursing staff.

## Volunteers

Oriana House defines an agency volunteer as an individual who provides an on-going service who is not receiving any type of school credit and/or is not getting paid by another party (current employer, from grant funds, etc.,) for providing the service. Potential volunteers must commit to volunteering a minimum of three months or 150 hours over a span of time in order to be eligible to volunteer. Potential volunteers should be prepared to discuss the type of service they are able to provide, the population they prefer to work with (males and/or females), their availability to volunteer (days/evenings/weekends), and their preferred city/location (Akron/Cleveland/Sandusky/Tiffin).

### **Potential volunteers should contact:**

**Simone Clute, 330-535-8116 extension 2028, [simoneclute@orianahouse.org](mailto:simoneclute@orianahouse.org)**

**or**

**Dawn Baker, 330-535-8116 extension 2065, [dawnbaker@orianahouse.org](mailto:dawnbaker@orianahouse.org)**