

Access 304

207 S. Princess St, Shepherdstown, WV 25443
Mailing Address: PO Box 1402, Shepherdstown, WV 25443
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www.access304.org

POSITION TITLE: Intern, practicum student

REPORTS TO: Executive Director

HOURS: Determined based on academic program

ORGANIZATION DESCRIPTION

Access 304 is an organization pursuing tax-exempt status in Shepherdstown, West Virginia. Access 304's mission is to provide and promote mental health care in West Virginia. In doing this, Access 304 provides individual and group psychotherapy to kids, teens, and adults, conducts research, and provides workshops and education to the community.

POSITION SUMMARY

Trainees will have the opportunity to engage in individual and group psychotherapy, based on level of education being pursued. Trainees will learn about various therapeutic modalities, DSM diagnostic criteria, assessment and treatment of mental disorders. Depending on the degree being pursued, trainees will engage in some level of case conceptualization and observe psychotherapy sessions or diagnostic assessment batteries. Further, trainees will have the opportunity to engage in providing trainings to staff within the agency, as well as with organizations in the community. Additionally, students will engage in research and prepare manuscripts for publication in scholarly journals with the support and supervision of staff.

ESSENTIAL JOB FUNCTIONS:

- Excellent communication skills, network, writing, problem solving, and team-building skills.
- Desire to collaborate with community agencies outside of Access 304
- Must have flexibility, excellent interpersonal skills, self-motivation and initiative.
- Must work well with staff and have a desire to remain introspective in matters regarding inclusivity and antiracism
- Proficient in Microsoft Word, as well as equipped to learn electronic medical record system

APPLICATIONS:

1. Completed applications can be emailed to Executive Director, Ashley Shepard, ashley@wv304.org. Application materials include:

- Cover letter and resume (include date you would like to start, number of weekly hours you must obtain)
- Unofficial transcripts
- Two letters of recommendation
- Date you can start