HDFS INTERNSHIP SITE INFORMATION SHEET

Organization Name: Zephyr Wellness

Contact Person

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Internship Site Information:

Zephyr Wellness has two locations in Reno and Silver Springs. This internship will be housed out of the Reno location and will consist of students learning the experience of daily agency operations with education centering on, but not limited to: client intakes, communication with referral sources, insurance matters, billing and coding, credentialing, scheduling, front-office confidentiality and HIPAA compliance, customer service, philanthropy, community outreach and partnership, community collaboration, marketing, coalition building, executive leadership, budgeting, legal and ethical matters, personnel, payroll, and management. Opportunities to shadow therapy sessions, sit in on supervision, and attend staffing and consultation meetings will be available on a regular basis. Interns will be held to the highest standards for confidentiality and will be expected to understand, apply, and articulate ethics as put forth by the American Association for Marriage and Family Therapy and the National Association of Social Workers. Students who complete this internship satisfactorily can expect to be fully prepared for any graduate program in counseling and therapy.

Number of Internships Available: 1

Student Requirements:

1. Ability to deliver professional customer service under pressure while being flexible with competing demands
2. Passion for helping others help themselves
3. Ability to think on their feet.
4. Independent thinker with ability to learn
5. Comfortable with technology and multiple forms of software

How will student obtain this internship position?

Interested students may reach out to Zephyr Wellness directly by emailing a resume and two letters of reference/recommendation to jake@zephyrwellness.org. Preferably the letters will consist of one form an academic source and one from a previous work supervisor, and they will address the specific issues enumerated in both the student requirements as well as the internship information.

Completed 5/10/2017