

DEPARTMENT OF STATE HOSPITALS - ATASCADERO

PO Box 7001
Atascadero, CA 93423-7001
805-468-2453



Dear Prospective Intern,

Thank you for your interest in our internship program at Department of State Hospitals-Atascadero (DSH-A). Please see the attached information related to the application process. **Applications are accepted beginning January 1st and must be submitted or postmarked by March 1st.** Applications may be sent via post mail or submitted online through the [CalCareers.ca.gov website](https://CalCareers.ca.gov). If submitting via post mail, send your application packet to the following address:

Department of State Hospitals- Atascadero
Employment Office
P.O. Box 7005
Atascadero, CA 93423-7005

Entry Requirements

The applicant must:

1. Completion of coursework towards a degree in Music Therapy with the anticipated completion of a bachelor's degree from an American Music Therapy Association (AMTA) accredited college or university.
2. Have basic functional music skills and be familiar with a wide variety of musical forms and styles
3. Have good written and verbal communication skills
4. Be able to structure group sessions and formulate SMART objectives for groups and individuals
5. Be receptive to feedback
6. Demonstrate self-awareness and an ability to maintain strong interpersonal boundaries

Skills will be assessed by the Music Therapy Internship Committee through written application materials, reference checks, the interview, and therapeutic music skills demonstrations.

Application Requirements

1. **California State Application (STD 678)** mailed copy or submitted online through CalCareers
2. **Transcripts** (official or unofficial) from your current academic institution and all other higher education institutions you have attended
3. **Resume**
4. **Letter of Eligibility** from your University's Director of Music Therapy stating when you will be completing your coursework (verification may be included in a Letter of Reference if written by your Music Therapy Program Director)
5. **Two (2) Letters of Recommendation** (signed), one of which must be from your Music Therapy Instructor or Director. The signed letters may be uploaded via

CalCareers, mailed to the address above, or the author may email the letter to ASHEmployment@dsh.ca.gov.

6. **Brief Narrative** (one page, APA format) describing an experience which contributed to pursuing your degree or enhancing your education in music therapy
7. **Session Plan** from your most recent practicum (exactly as required by your current supervisor)
8. **Therapeutic Music Skills Demonstration Videos** via unlisted YouTube link(s); see Therapeutic Music Skills Demonstration Videos section below for more details. You may upload the link via CalCareers or emailed directly to ASHEmployment@dsh.ca.gov

Reach out to the Employment Office at (805) 468-3384 or ASHEmployment@dsh.ca.gov with any questions about using the CalCareers site, or to ensure all required materials were received. Email ASHMusicTherapyInternship@dsh.ca.gov if you need clarification related to the narrative, session plan, or skills demonstration videos.

Therapeutic Music Skills Demonstration Videos

Please prepare **two songs** you might use in this setting and send them to us via unlisted YouTube link(s). Share why you chose each song and how it could be used here. Please ensure the camera is positioned so we can see your face and hands while you play. You will accompany your singing voice on guitar for one song and accompany yourself on piano/keyboard for the other. You may also include one brief selection using your primary instrument from a jury or school-related performance (optional). If selected for an internship interview, you will be asked to demonstrate music skills live.

Selection Process

After the final filing date, the Employment Office reviews applications for basic eligibility. The selection process may take 1-3 months from the final filing date with an anticipated September start date. The selection process will involve the following stages:

1. Eligible candidates will be offered an employment interview. You will be notified when your employment interview is scheduled.
2. The most competitive candidates will be scheduled for a follow up internship interview, which will include a live music demonstration.
3. Once all interviews are complete, reference checks will be conducted on the competitive candidates. A tentative offer will be extended to the most competitive candidate.
4. **Important:** If given a tentative offer, you will be required to complete pre-employment checks, including a LiveScan fingerprinting, physical, TB/PPD skin test, and any other requirements for the classification.

The facility provides extensive orientation and training for all new employees. Therefore, the internship lasts a *minimum* of 960 hours, regardless of the number of hours required to complete the academic degree.

Thank you for your interest,

Music Therapy Internship Committee
ASHMusicTherapyInternship@dsh.ca.gov