



## TRAINING INSTITUTE

VENTURA COUNTY BEHAVIORAL HEALTH

# Summer Internship Program

## STUDENT WORKER POSITION

June 25<sup>th</sup> – August 9<sup>th</sup>

20 hours per week

### Primary Contact:

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Workforce Development  
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### Secondary Contact:

Lisa Tryk  
HR Liaison & Operations  
Manager  
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### DESCRIPTION:

- Part-time Summer Internship Program
- High School Student (Junior, entering Senior year)
- Location: Oxnard, CA

### EXPERIENCE:

Student will gain experience in clinic operations within a mental health setting. Activities will include supporting front office staff with greeting clients, answering phones, assisting with clerical duties. Will have opportunities to attend treatment team meetings and shadow clinical staff. Learn about assessment and treatment programs for individuals with mental health disorders.

### MINIMUM REQUIREMENTS:

- Basic course in psychology
- Interested in exploring mental health careers options
- Strong communication skills and ability to follow confidentiality laws for client's private health information

### ADDITIONAL DESIRED SKILLS:

- Computer skills in Excel, Word, PowerPoint