



Small Steps Music LLC Internship Fact Sheet

SER-AMTA REGIONAL AIAC REPRESENTATIVE

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INTERNSHIP CONTACT INFORMATION

Natalie Generally Kirk, LMPT, MMEd, MT-BC
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INTERNSHIP APPLICATION SUBMISSION

Internship candidates must submit completed application packets to the Internship Director via email:
Natalie Generally Kirk, LPMT, MMEd, MT-BC
Internship Director
Small Steps Music LLC
natalie@smallstepsmusicllc.com

SMALL STEPS TEAM MEMBERS

Michaela Shockcor, LMPT, MT-BC
Community Advocacy Specialist
michaela@smallstepsmusicllc.com

WHAT TO SUBMIT:

1. A Completed Application
2. Resume- Clinical experience must be listed
3. Three letters of recommendation- Please include one from your University Director of Music Therapy, which affirms that you are eligible for an internship placement
4. A complete official transcript of courses and grades from all colleges/universities attended. Partial transcripts will not be accepted.
5. Completed Essays from Application – See Application for directions
6. A video introducing yourself (2 minutes or less please)! Videos can be submitted via link to www.youtube.com. Please use professional discretion when submitting and making videos. Videos cannot be returned.
7. Writing Sample – Music Therapy Session Plan
8. Writing Sample (optional) – Paper or Project from previous coursework

Once all materials have been submitted, you will receive email confirmation. Applicants will be notified if they have been asked to participate in the interview process.

INTERNSHIP CYLCES AND CAPACITY

Small Steps Music LLC hosts two internships beginning in January and July, respectively. Interns are expected to complete the entire internship cycle even if they have banked clinical hours. There is a maximum of 2 interns per cycle:

- January through June
- July through December

IMPORTANT DATES

- **(January start date):** Application deadline is August 15th of the previous year
- **(July start date):** Application deadline is February 15th of the previous year

Finalists will be scheduled for interviews by the Internship Director within 2 weeks of the application deadline. Finalists will be notified of their status within 2 weeks of final interviews.

APPLICATION & INTERVIEW PROCESS

Once all documents are received for a completed application, including letters of recommendation, eligible candidates will be contacted to proceed with the interview process as follows:

1. Phone Interview - Finalists will be scheduled for interviews by the Internship Director within 2 weeks of the application deadline.



2. In Person/Virtual Interview- In-person interview is the preferred interview method. Virtual interviews will be considered at the discretion of the internship director on a case by case basis.
3. Phone Consultation (only needed if additional information is requested)
4. Notification of Status - Finalists will be notified of their status within 2 weeks of final interviews.

****A Legal Affiliation must be in place prior to the start of the internship****

ENTRY LEVEL REQUIREMENTS & COMPETENCIES

The successful internship applicant will have:

- Strong interpersonal skills
- A natural ability to establish rapport with children, adolescents, adults, and older adults
- Experience working with children and adults (practicum or volunteer service)
- Preliminary knowledge of music therapy techniques and principles used with children, adolescents, adults, and a variety of diagnoses (Autism Spectrum Disorder, Down Syndrome, Cerebral Palsy, Mental Health, Geriatric, etc.)
- Strong music competency skills with voice and guitar, in addition to intermediate skills on one additional instrument (piano, ukulele, primary instrument).
- Emotional stability and maturity to handle the demands of an internship in this setting

Musical skills: Proficiency on guitar, piano, and voice, as well as the ability to accompany three chord songs, a variety of accompaniment patterns, and repertoire. Ability to play I-IV-V7 chords in at least 3 different keys on piano and guitar.

Academic skills: The intern should understand theories related to music therapy treatment, anatomy and biological systems, child development, and have good writing skills. The intern must also be able to receive feedback and learn from constructive criticism.

Therapy skills: The intern should demonstrate understanding of the therapeutic process including assessment, goal/ objective setting, implementation, and evaluation. The intern should demonstrate understanding of planning goal-oriented music interventions based on client needs.

PRIVATE PRACTICE MUSIC THERAPY SETTING

Small Steps Music LLC is a community oriented private practice located in Fayetteville, Georgia. Small Steps was founded in 2010 to provide high quality, comprehensive music services for individuals and families that had few choices for music therapy and music education services in metro-Atlanta areas south of I-20. Today, Small Steps provides services in nine counties. The Small Steps staff continues to support, nurture, and develop individuals' abilities and areas of need through the use of innovative teaching strategies and enjoyable music interventions in a therapeutic environment. Small Steps Music LLC's main clinical office is located in Fayetteville, GA. Community based services are also provided at several locations in the following counties: Carroll, Clayton, Coweta, Douglas, Fayette, Henry, Rockdale, South Fulton, and Spalding.

Small Steps Music offers a variety of programming and services for children and adults, including individual and group music therapy, traditional and adapted lessons, group music classes, birthday parties, after-school programming, camps, and workshops. Our therapists work with a variety of ages (children to geriatric) and populations including, but not limited to, neurological disabilities, mental health, visual impairments, chromosomal disabilities, spinal cord or acquired brain injuries. Our team of music therapists and music educators provide services in a variety of settings, including:

- Client Homes
- Public and Private Schools
- Nursing & Rehabilitation Facilities
- Assisted Living Centers
- Hospitals
- Recreation Centers
- Afterschool Programs

AFFILIATE INTERNSHIP SITES

Piedmont Healthcare – Piedmont Fayette Hospital

Piedmont is a not-for-profit, community health system comprised of 16 hospitals, over 2700 medical staff personnel and more than 22000 employees. Piedmont Fayette Hospital is a 282-bed, acute care community hospital that combines clinical excellence with a focus on wellness, high-quality and exceptional service. Serving Fayette County and surrounding communities, Piedmont Fayette offers 24-hour emergency services, medical and surgical services, and obstetrics/women's services. Small Steps Music offers contractual services through Piedmont Cancer Wellness, serving the infusion center and rounding in the hospital setting.

Shepherd Center

Shepherd Center is a private, not-for profit hospital in Atlanta, Georgia. The 152-bed hospital focuses on the medical treatment, research and rehabilitation for people with spinal cord injury and disease, acquired brain injury, multiple sclerosis, chronic pain and other neuromuscular



problems. Small Steps Music offers contractual services in partnership with Recreational Therapy within the hospital inpatient setting for Acquired Brain Injuries (ABI) and Spinal Cord Injuries (SCI) as well as outpatient ABI at the Pathways site.

PHILOSOPHY OF MUSIC THERAPY

The person is what drives our practice at Small Steps Music. Each facet of the therapeutic process from assessment to termination revolves around the client and what is best for them. Regardless of the approach, my goal is to communicate, collaborate, and create by being empathetic, respectful, inclusive, and authentic.

Within the practice, we strive to provide and maintain the following:

- Clear and transparent communication between all parties involved
- Respect for the client
- Collaborative opportunities for the client and their support network to help inform of challenges, wants, needs, likes, and dislikes
- Umbrella view in planning creative, appropriate, and individualized interventions to target multiple domains
- Constant review and processing of client input, data, and objectives
- Internal processing of client/therapist relationships and therapists' personal skill sets to determine how the therapeutic process can be improved

Small Steps Music employs a person-centered/humanistic philosophy towards music therapy which allows for opportunities to recognize client skills and build a positive and collaborative therapeutic relationship. This leads to a level of comfort and trust that allows for creativity and expression and culminates in addressing and meeting the set goals in a supportive therapeutic environment. The overarching approach within the practice is integrative as we uphold the integrity of the foundational principles of the practice. We use a variety of approaches that work well for individual clients based on the assessment process, how each session unfolds, and the tone of the therapeutic space.

PHILOSOPHY ON TRAINING INTERNS

The team at Small Steps Music believes interns learn skills in clinical practice by observing, doing, making mistakes, and evaluating what happened and why. Interns also learn better when they have some input in the learning process, when they are able to build connections about what they are learning and how it is impacting the clients they serve, and when they collaborate with others.

We believe people learn effectively when:

- we are involved in the goal setting/expectation process
- we value what we are learning
- we are genuinely interested in what we are learning
- we understand why we are learning specific material/techniques
- we compare and contrast other strategies, techniques, and models to determine if what we are doing is appropriate
- we have the opportunity to personally experience or use what we are learning in our own lives
- we make mistakes and evaluate our choices
- we reflect on how we learn and how we can improve our experience personally and in collaboration with others

INTERNSHIP EXPERIENCE

At Small Steps Music, we strive to provide our interns with the following:

- a supportive environment that fosters open communication on a variety of topics including clinical skills, personal growth and development, and professional skills
- respectful communication that is transparent and allows for input from all parties involved
- ongoing feedback from the supervisor(s) to the intern regarding expectations, progress, and future considerations
- opportunities for growth outside of clinical skills
- collaborative opportunities
- opportunities to foster initiative, independence, and leadership skills
- exposure to knowledge, diversity, and change
- opportunities to develop problem solving skills through challenge or adversity

Interns will complete a minimum of 1,040 hours during internship. The intern schedule is Monday-Friday with optional Saturday opportunities for additional hours and learning experiences. The daily schedule will change depending on the location of service(s), but interns can expect to work between the hours of 9am and 7pm, with a lunch break. The schedule will change depending on the start time: summer vs. school year schedule. The interns daily caseload will vary depending on the day, location(s), and types of services provided.

The intern will learn about and incorporate time management techniques, including the Eisenhower Matrix, the Pomodoro Technique, and Time Blocking to schedule opportunities throughout the week for honing clinical musicianship skills, reading and research, completing assignments, etc.



Assignments and due dates will be noted on a schedule given to the intern at orientation. Books and materials for assignments will be available for interns to borrow and return in good condition to the clinic.

Individual 1-hour supervision sessions will be scheduled weekly between the internship director and intern. During these supervision sessions, the intern is encouraged to ask questions, clarify information/assignments, reflect on the week, share concerns, explore future needs, and check-in for the week physically, mentally, and emotionally. In addition to the formal supervision sessions, informal check-ins are an important part of the week, allowing the intern 3-4 hours weekly to continue dialogue or ask questions. Attendance at monthly TEAM meetings are also required. The intern will have opportunities to interact and ask questions throughout the week of the ID and supervisors and should not feel like they have to wait until a supervision session or TEAM meeting to discuss any needs or concerns.

Throughout the internship, the intern is required to write journal article reviews, blog posts, and book reports. Interns will be responsible for social media posts and content, as well as repertoire checks throughout the internship. Interns will participate in advocacy opportunities and perform administrative tasks related to marketing, scheduling, and billing. During the final portion of the internship, the intern will complete a project that reflects the intern's interests and areas of strength, in addition to presenting an in-service presentation at a local facility not associated with Small Steps Music LLC.

Interns will not be left without support during the internship experience. The internship director or a supervisor will be present observing and supervising interns in sessions. There are no other onsite training opportunities.

RESOURCES, EQUIPMENT, AND INSTRUMENTS

There are several resources available to the intern including a tablet for use, garage band, and other applicable apps. Interns will also have access to the company Spotify and/or Amazon account(s). The office is equipped with textbooks, journals, CDs, intervention binders, and past internship projects. The intern will have access to a wide array of instruments, including guitars, ukuleles, keyboard, drums, Orff instruments, and assorted rhythm instruments. Movement props include parachutes, stretchy bands, sensory lights, scarves and puppets. Other traditional and non-traditional props, games, and sensory tools are also available.

HOUSING, STIPEND, MEALS, & TRANSPORTATION

Small Steps Music does not provide housing for interns. Interns are responsible for making housing arrangements. Small Steps Music staff can provide assistance in locating housing when requested. Small Steps Music is unable to provide any form of compensation during the internship. Interns are responsible for providing all personal meals. A small kitchenette is available for use in the clinic which provides access to a microwave and mini fridge. Water, snacks, and candy are available on a consistent basis. Interns are advised to make breakfast, lunch, and dinner arrangements according to their daily schedule. Travel is required during the internship. Interns should have reliable transportation and insurance. Small Steps Music does not provide mileage reimbursement for transportation.

DRESS CODE

Interns are required to wear company approved attire and will be provided more detailed information during orientation regarding approved and non-approved dress. As a general rule, business casual attire is recommended.

INSURANCE, CERTIFICATIONS, SCREENINGS, & BACKGROUND CHECKS

Proof of liability insurance is required prior to starting the internship. Liability insurance is available through HPSO: Contact HPSO at 1-800-982-9491. AMTA members may receive a discount. Copy of Driver's License and Proof of Car Insurance required. Current CPR/First Aid certification completed prior to starting the internship program is preferred, or the student must be actively in pursuit of an appropriate certification.

Background Check Requirements:

Cost of background check will be covered by Small Steps Music LLC.

Drug Screen Requirements:

Negative test results from 9 panel drug screen. Cost of drug screen will be covered by Small Steps Music LLC.

Health Screen Requirements:

- Proof of COVID-19 Vaccination
- Documentation of current flu shot for any candidate placed during a period of elevated flu levels as reported by the CDC
- Documentation of TB results in the last 90 days
- Documentation of immunity to Measles, Mumps, and Rubella if born after 1957
- Documentation of immunity to Chicken Pox
- Notification of Hepatitis B vaccination options