

Audubon Area Community Services, Inc. (AACS)

Community Action Agency Field Practicum Student Job Description

Field Practicum Student Position Title:

- Field Practicum Student

Primary Responsibilities:

- Assists with answering telephone calls for the various programs including: community assistance, Senior Corps, Family Preservation/Reunification, utility assistance, health benefit assistance, and other agency programming and transferring calls to the appropriate staff persons. Assist with providing intake and assessment of individuals calling in for services.
- Become aware of community resources and direct clients to other resources and agencies in and outside of AACS when necessary.
- Assist with outreach events in the community. Assist staff with getting brochures available and bagging items for events.
- Assist with data entry and basic filing.
- Assist with making calls to clients and documenting the calls to ensure needs are met, reviewing health, safety and welfare and service needs as applicable.
- Learning how to write correspondence and complete forms,
- Responsible for data entry input and basic filing.
- Assists staff with planning outreach events such as Senior Appreciation, Veterans Fairs, Community Forums, in-service trainings, etc.
- Assists in updating resource directory and other related activities
- Assists with the development of logistics of meetings and trainings as directed by Staff.
- Completes various program surveys by phone or in person and compiles results.
- Assist Staff with completing family care plans with clientele. Learns to complete care plan through observation and doing.
- Attends home visits with Senior Corp or FPP staff/ and through observation document the visits, and do case note journals.
- Review and document services deliveries in computer data system.
- Learn to co facilitate a training and group meetings with various programs.
- Completes needs assessment mailings and compile results
- Assist with research for various grants and grant writing opportunities
- Observes AACS Board and Committee meetings to gain familiarity in nonprofit governance.
- Provides technical assistance to the AACS Board of Directors, various committees, and Case Managers as needed.
- Learn and familiarize self with the many resources available to clients pertaining to services for those who are in low income or aging populations.
- Assist with updating policies and procedures.
- Perform other duties as deem necessary by the field supervisor or task supervisor.

Special Requirements:

- Basic computer skills and the ability to operate modern office equipment are required.
- Background checks dependent on program (AACS completes)

- Excellent written and verbal skills
- Able to work with a diverse clientele
- Must be able to operate a vehicle and have valid car insurance
- Work is typically performed while sitting at a desk or table with intermittent standing, stooping and walking; lifting light objects (less than 25 pounds) is a job requirement;
- Adhere to AACCS Policy and Procedures
- Regular use of Confidential Information is a requirement.

Special Training of Students Volunteers(s):

- HIPPA training/Confidentiality
- Assessment/Case Management Training by AACCS program staff
- In home Safety Training
- Personal Safety
- Universal Precautions
- AACCS Policies and Procedures
- Professional Boundaries and Ethics Training
- CPR/First Aid Training – as needed
- Other training as deem necessary

Outcome/Goals:

- Assist AACCS staff with day-to-day activities and other tasks as needed.
- Assist the low income and elderly community with the services offered from AACCS
- Collaborate with other agencies in the 7 county area for services
- Be a team player, with an empathic attitude toward all AACCS clients and staff.
- Complete 200 hours per semester of field practicum

Primary Contact Person:

Brandon Harley, MSSW, CSW, Deputy CEO
 Audubon Area Community Services, Inc.
 1700 West 5th Street
 Owensboro, KY 42301
 Telephone: 270-686-1610

Time Commitment/Schedule:

- 12-15 hours; but flexible.
- Office hours are 8:00 am – 4:30 pm M-F, Office is closed during lunch hours.