

**Student Support Specialist
Social Work Intern
Job Description**

Title

Social Work Intern

Position Description

The Social Work Intern reports to the Student Support Specialist and is responsible for facilitating local Hardin County Schools (HCS) initiatives; identifying and fostering community involvement opportunities for students; ensuring local advisory board input into development plans and projects; and coordinating support for HCS students to ensure that they graduate from high school and are able to embark upon a myriad of post-secondary opportunities.

Student Engagement Responsibilities

- Assist in coordinating efforts with the local Family Resource Center (FRYSC), School Resource Officer (SRO), Director of Pupil Personnel (DPP), and the District Dropout Prevention Coordinator to ensure students that are “at risk” receive all possible supports and interventions, using Kentucky Student Interventions (KSI) strategies, to prevent dropping out or failing prior to graduation.
- Establish and maintain ongoing contact with HCS students and families throughout the district.
- Address and provide psychotherapy classes for students with behavioral issues, physical and/or emotional health, conflict resolution, and safety concerns.
- Develop strong relationships with students, parents, volunteers, school faculty and community partners through regular contact and meetings.
- Monitor student progress and collaborate with HCS partners and stakeholders to provide academic and social supports for students.
- Achieve established benchmarks for frequency of contact with students, parents and schools.
- Promote student involvement in campus and community events.

Educational and Community Involvement Responsibilities

- Collaborate with Student Support Specialist and local school staff to plan and implement HCSs enrichment programs
- Attend meetings and trainings as assigned, including: on-going staff development/training, regular staff meetings, and departmental trainings/events
- Communicate (verbal and written) building activity and student incidents with school faculty
- Work in collaboration with school faculty members and data stewards

- Assist in tracking student and stakeholder data in a HCS database and provide program data as needed
- Communicate information through bulletin board postings, community meetings and local advisory board meetings, and quarterly reports
- Complete intern responsibilities in a thorough and timely manner
- Collaborate with the HCS administrators to encourage the development and sustainability of the program
- Assist in finding, researching and writing grants for any HCS program
- Other duties as assigned to follow university practicum guidelines

Requirements

- Must be in an approved bachelor or graduate social work internship program
- Must complete screening and interview process
- Must have Certificate of Insurance for Student/Social Work
- Must submit to a background check

Job Relationships

- Responsible to and supervised by the Student Support Specialist/practicum supervisor
- Task supervisor may be School Family Resource Center, School Counselor, or HCS teacher.

Time Commitment

- Will follow university practicum guidelines
- Will be arranged with the Student Support Specialist/practicum supervisor



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Student Support Specialist

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