

Agencies with Locations In Various Counties/Cities



CABINET FOR HEALTH AND FAMILY SERVICES DEPARTMENT FOR COMMUNITY BASED SERVICES



Two Rivers Service Region 333 Gardner Lane
Morgantown, KY 42261
270-526-3833

Matthew G. Bevin
Governor

Adam M. Meier
Secretary

Eric T. Clark
Commissioner

There are DBCS Locations in Many Counties:

Warren, Butler, Christian, Daviess, Grayson, Hardin, Logan, Marshall, Ohio, Simpson.

Click here to find a location near you

https://kynect.ky.gov/benefits/s/find-dcbs-office?language=en_US

Field Practicum Student Position Title:

- Field Practicum Student

Primary Responsibilities:

- Assist with answering telephone calls for Butler County Protection and Permanency and transferring calls to the appropriate staff persons, centralized intake, or Family Support call services.
- Become aware of community resources and direct clients to other resources and agencies when appropriate.
- Assist with supervised visitations.
- Assist with data entry and basic filing.
- Assist with making calls to clients and documenting the calls to ensure needs are met, reviewing safety and service needs.
- Learn how to complete forms for various Cabinet needs as well as navigate the TWIST system.
- Attend court hearings and filling out court related forms.
- Assist in updating resource directory and other related activities
- Attend home visits with Cabinet staff to learn to conduct and document the visits.
- Learn about Cabinet policies and procedures.
- Assist with negotiating case plans with families.
- Shadow during investigation of child abuse/neglect/dependency.
- Assist with transportation of foster children.
- 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.
- Excellent written and verbal skills
- Able to work with a diverse clientele
- Work consists of desk work, home visits, facility visits, court attendance, and some travel. Occasionally lifting is required.
- Adhere to Cabinet Policy and Procedures
- Regular use of Confidential Information is a requirement.

Outcome/Goals:

- Assess and promote the protection of children in Butler County.
- Assist in accessing resources to promote safe family practices.
- Maintain an empathic attitude toward all families and local office staff.
- Assist in assessing and meeting the needs of relative placements and foster children.
- Complete all hours per semester of field practicum.

Primary Contact Person:

Sarah Duncan, BSW
Butler County Protection and Permanency
333 Gardner Lane
Morgantown, KY 42261
Telephone: 270-526-3833 ext. 3020

Time Commitment/Schedule:

- Office hours are 8:00 am – 4:30 pm Monday through Friday.

PD – Co-Op/Intern Co-Op/Intern

Performs duties consistent with the guidelines of a social services practicum to enhance educational experiences to meet career planning goals and performs other duties as assigned.

Under direct supervision, provides entry level community-based services including child protection and adoption services as aligned with a placement in a career in social services

Under direct supervision, interviews clients, assess needs, explains agency services, and makes appropriate referrals to meet identified educational needs as aligned with a placement in a career in social services

Under direct supervision, advocates on behalf of families and children, attends court hearings, and participates in meetings with community partners to enhance educational instructions as part of preparation for a career in social services

Enters data into computer system as needed and maintains records to comply with job tasks and document progress on assignments as related to placement in a career in social services

Other duties as assigned.

Are there any essential functions of this position that require an incumbent to:

(Select check box(es) to indicate as 'YES')

☒	Maintain a valid driver's license?
☐	Use a Firearm?
☐	Lift heavy objects or work in uncomfortable positions for extended periods of time?
☐	Be exposed to dangerous working conditions including rough terrain?
☒	Frequently communicate in person or by other means of technology?
☒	Spend a major portion of time using a computer?
☐	Be exposed to contagious diseases?
☒	Work overtime or alternate work schedules?