



Wellstone Regional Hospital

Website: <https://www.wellstonehospital.com/>

Job Title: BASW Student	Job Code:
Department/Location: Social Services	Division/Location:
Report To: Director of Clinical Services	FLSA: ☐ Exempt ☐ Nonexempt
Creation Date: 10/22/24	Revision Date(s):

Position Summary: This is a description of the services a BASW student would be expected to perform while completing an internship at Wellstone Regional Hospital.

QUALIFICATIONS

Education			Related Work Experience		
	Required	Preferred	Years	Required	Preferred
High School Graduate/GED	☒	☐	0 - 1	☐	☐
Vocational/Technical School Graduate	☐	☐	1 - 3	☐	☐
Associate Degree	☐	☐	3 - 5	☐	☐
Bachelor's Degree	☐	☐	5 - 8	☐	☐
Master's Degree	☐	☐	8 - 10	☐	☐
Ph.D.	☐	☐	10+	☐	☐
Other:					

Licensure/Certification/Registration (List the required and / or preferred licenses, certifications, or registrations, if any)

	Required	Preferred
	☐	☐
	☐	☐

Specialized Skills and Knowledge (List the minimum required specific knowledge and skills necessary to perform this job. (e.g., basic accounting principles, computer programming, spreadsheets, specific healthcare processes, etc.

1.	Willingness to learn about and work with diverse populations and age groups.	5.	Understanding of how to build rapport with patient populations.
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2.	Ability to take initiative in completing assigned tasks.	6.	Willingness to work with people who are in crisis.
3.	Ability to work in a fast paced environment.	7.	Able to communicate effectively with a team of professionals.
4.	Ability to apply critical thinking processes to solve problems.	8.	Willingness to learn about behavioral health and substance use disorders.

Essential Job Duties/Responsibilities			% Of Time
1.	Interact with patients who are in crisis and need referrals for resources.		20
2.	Participate in group supervision weekly.		5
3.	Contribute to treatment team process regarding patient's needs.		10
4.	Work independently with patients to complete discharge paperwork.		20
5.	Interact with community partners and referral sources to meet the needs of the patients served.		20
6.	Attend individual supervision weekly.		5
8.	Obtain quality improvement data.		10
9.	Interact with other departments to facilitate effective treatment of patient.		5
10.	Completion of CPI and CPR.		5

Primary Equipment/Applications Used	
List primary equipment used	Telephone, paging system, copy and fax machines, policy and procedures manuals and patient charts
List required software and required proficiency	Word and Excel

WORKFORCE CONDITIONS (Check those conditions that are related to and/or required by this job)

“N/A” = position does not require this activity.
“Occasionally” = position requires this activity up to 33% of the time.
“Frequently” = position requires this activity 34% to 66% of the time.
“Continuously” = position requires this activity 67% to 100% of the time.

Physical Effort (Check the occurrence frequency for each activity)				
Activity	Frequency of Occurrence			
	N/A	Occasionally	Frequently	Continuously
1. Standing	☐	☐	☒	☐
2. Walking	☐	☐	☒	☐
3. Sitting	☐	☒	☐	☐
4. Balancing	☐	☒	☐	☐
5. Kneeling	☐	☒	☐	☐
6. Crouching	☐	☒	☐	☐
7. Crawling	☒	☐	☐	☐
8. Reaching/Working Overhead	☐	☒	☐	☐
9. Keyboard Use/Repetitive Hand Motion	☐	☐	☒	☐

10. Climbing	☒	☐	☐	☐
11. Pushing (up to 25 pounds)	☐	☒	☐	☐
12. Lifting (up to 25 pounds)	☒	☐	☐	☐
13.	☐	☐	☐	☐
14.	☐	☐	☐	☐

Environmental Risks (Check the occurrence frequency of each exposure item)				
Item	Frequency of Occurrence			
	N/A	Occasionally	Frequently	Continuously
1. Chemicals and fumes	☐	☒	☐	☐
2. Loud noises	☐	☐	☒	☐
3. Vibration	☒	☐	☐	☐
4. Extreme Temperatures	☒	☐	☐	☐
5. Confined spaces	☒	☐	☐	☐
6. Allergens: dust, mold and/or pollen	☐	☒	☐	☐
7.	☐	☐	☐	☐

OTHER MANAGEMENT REQUIREMENTS

Principal Contacts (List three principal internal and external contacts (e.g., customers, vendors, Operations Director, peers))	
Internal:	Emma Lou Smith, Director of Clinical Services
External:	Sarah Schafer, Lead Social Worker

Responsibilities for Other		Required Travel	
Number of direct reports:	None	Frequency (%) 0	
Subordinates' titles	N/A	Type: N/A	☐ Local ☐ Regional