

Barren River Area Development District

Area Agency on Aging and Independent Living Field Practicum Student Job Description

Field Practicum Student Position Title:

- Field Practicum Student

Primary Responsibilities:

- Assists with answering telephone calls for the Aging and Disability Resource Center 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 BRADD when necessary.
- Assist with outreach events in the community. Assist staff with getting brochures available and bagging items for the event.
- 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.
- Learning how to write correspondence and complete forms,
- Responsible for data entry input and basic filing.
- Assists Aging Staff in implementation Aging or ADD assignments such as centenarian luncheon, caregiver trainings, Conferences etc.
- Assists in updating resource directory and other related activities
- Desk top monitoring of monthly meal tickets.
- Assists with the development of logistics of meetings and trainings as directed by Aging Staff.
- Completes various program surveys by phone or in person and compiles results.
- Assist aging staff with monitoring services providers.
- Assist Aging Staff with completing person centered care plans with clientele. Learns to complete care plan through observation and doing.
- Attends home visits with Aging staff/ or waiver staff present through observation and learn to conduct and document the visits, and do case note journals.
- Review and document services deliveries in computer data system.
- Learn to co facilitate a support groups in the National Family Caregiver Program.
- Assists with Initial and Reassessments with Aging staff present/learns through observation, Student will learn to document the IA or RA in the Computer data system.
- Completes needs assessment mailings and compile results
- Provides technical assistance to the BRADD Board of Directors, Aging Advisory Council, Aging Director/Planner, Elder Abuse Prevention Council, Mental Health and Aging Coalition, Caregiver Coordinator and Case Managers as needed.
- Update Aging Services Brochures, website postings etc.
- Learn and familiarize self with the many resources available to clients pertaining to services for those who are aging/disabled.
- 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.
- TB skin Test (BRADD does)
- Background checks (BRADD does)
- 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 BRADD 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 BRADD Program Services Coordinator
- Medicare for Patient and Provider Act Program Training
- In home Safety Training
- Elder Abuse Neglect and Exploitation and reporting
- Aging and Disability Resource Training
- Personal Safety
- Universal Precautions
- BRADD Policies and Procedures
- Aging Services Standard Operation Procedures
- Professional Boundaries and Ethics Training
- CPR/First Aid Training
- Other training as deem necessary

Outcome/Goals:

- Assist Aging Staff with day-to-day activities and other tasks as needed.
- Assist the aging community with the services offered from BRADD
- Collaborate with other agencies in the 10 county area for services
- Be a team player, with an empathic attitude toward all BRADD caregivers, clients and staff.
- Complete 200 hours per semester of field practicum

Primary Contact Person:

Michelle Hines, Director of Aging Services
BRADD Office
177 Graham Ave
Bowling Green, KY 42101
Telephone: 270-782-9223 or 270-781-2381 X 156

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.