

Bowling Green Student and Family Counseling Program (SFCP)

JOB DESCRIPTION

JOB TITLE: Field Practicum Student
SUPERVISOR: Tanner Steelman
DIVISION: Behavioral Health
PREPARED BY: Hannah Baird

CLASSIFICATION: (Grade)
LOCATION: Bowling Green Learning Center

POSITION SUMMARY: (Briefly summarize the basic function of the position.)

- To provide support and resources to Bowling Green City Schools students and guidance counseling staff.

ESSENTIAL FUNCTIONS: (List those duties and responsibilities that are fundamental in accomplishing the major functions of the position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.)

(Job Title) Responsibilities:

- Communicate clearly and effectively with customers and coworkers throughout daily interactions
- Become aware of community resources and direct clients to other resources and agencies in and outside of SFCP when necessary
- Assist with updating policies and procedures.
- Creating positive rapport with each student that is met with
- Completing diligent and efficient contact logs on clients
- Learn and familiarize self with the many resources available to clients pertaining to services for those who need mental and psychological services
- Must know and follow the Social Work Core Competencies and Behaviors and NASW Code of Ethics
- Perform other duties as deem necessary by the field supervisor or task supervisor.

QUALIFICATIONS: (To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Indicate the necessary education and/or experience required for the position. Include any licenses, certifications, and/or registrations required for the position.)

- Need to have completed a background check
- Must have NASW liability insurance – \$1-5 million policy
- Fundamental knowledge of computer programs (Word, Excel, and Outlook)
- Must possess typing skill level that assures projects can be completed timely and efficiently
- Advanced writing and verbal skills
- Regular use of Confidential Information is a requirement.
- Able to work with children from ages 5-18

SUPERVISORY RESPONSIBILITIES: (Describe the type of guidance that will be provided by the position. Will direct and/or indirect supervision be conducted in the position? How many employees will be supervised directly or indirectly by the position? Also, list the titles of employees directly supervised?)

- Report to Tanner Steelman for tasks to be completed. If Steelman is not available, report to Amy Carter.

What are the visual requirements for the position? (Check as many boxes as necessary)

Close vision:	✓
Distance vision:	✓
Color vision:	✓
Peripheral vision:	✓
Depth vision:	✓
Ability to adjust focus:	✓

How much time is spent performing the following? (Check as many boxes as necessary)

	None	One-Third	Two-Thirds	More than Two-Thirds
Stand:			✓	
Walk:			✓	
Use hands to finger, handle, touch:				✓
Climb or balance:		✓		
Talk or hear:				✓
Stoop, kneel, crouch, or crawl:		✓		
Reach with hands and arms:				✓

Time Commitment/Schedule:

- Be committed to working 12-18 hours a week but flexible
- Office hours 7:30-3:30 Monday-Friday. Office will be closed on holidays and during Bowling Green City Schools breaks.

Primary Contacts

Tanner Steelman, LCSW, Student and Family Counselor
 Amy Carter, CSW, Student and Family Counselor
 Bowling Green Learning Center
 503 Old Morgantown Road
 270-746-2321