

Job Description: Social Work Student Intern

Position Title: Social Work Student Intern

Agency: Barren River District Health Department

Department: HANDS Program / Field Education

Reports To: Designated Field Instructor

Duration: Typically, 1–2 semesters (Minimum 400 hours total, or as required by the university)

Position Type: Internship, Non-clinical (Unpaid)

Program Summary

The Kentucky Health Access Nurturing Development Services (HANDS) program is a voluntary home visitation program for any new or expectant parents. HANDS supports families as they build healthy, safe environments for the optimal growth and development of children.

Internship Overview

The Student Intern will have the opportunity to gain practical, supervised experience working with children, families, and individuals within the HANDS program. The internship is designed to help students connect classroom learning with real-world social work practice while developing professional skills, ethical decision-making, communication skills, and an understanding of family-centered strength-based services.

What Students Can Expect

Students should expect a hands-on learning experience that may include:

- **Shadowing:** Observe experienced staff conducting home visits, including family assessments, parent education, and parent-child attachment activities.
- **Case Management:** Observe and assist with case management practices, including assessing needs, setting goals, and supporting families.
- **Referrals:** Observe and assist with linking clients to vital community resources.
- **Outreach:** Participate in community outreach events and distribute program materials as applicable.
- **Program Support:** Assist with program evaluation, resource guide updates, and other appropriate office related tasks as needed.
- **Health Department Exposure:** Opportunities to shadow other health department programs and learn how various services and resources support individuals, families, and the community.

Intern Responsibilities

- Maintain regular attendance and punctuality.

- Maintain a professional appearance.
- Participate actively in supervision, staff meetings, training, and assigned activities.
- Maintain confidentiality and protect client and family information.
- Follow agency policies, procedures, and professional standards.
- Maintain appropriate boundaries with families and staff.
- Communicate professionally and respectfully with families, staff, and community partners.
- Complete assigned tasks in a timely manner.
- Seek guidance and feedback from Field Instructor and demonstrate willingness to learn.
- Notify Field Instructor of any concerns, questions, or changes in availability.

Learning & Professional Development

- **Supervision:** Attend mandatory weekly supervision sessions (minimum 1 hour) with the Field Instructor to process field experiences and integrate social work competencies.
- **Ethical Practice:** Adhere strictly to the NASW Code of Ethics and HANDS Code of Ethics regarding client self-determination, confidentiality, and professional boundaries.
- **Diversity & Inclusion:** Demonstrate cultural humility and respect for diversity in all interactions with clients, families, and staff.

Qualifications & Requirements

- **Education:** Currently enrolled in an accredited Social Work program and approved by their university for field placement. BSW and MSW students may be considered; however please note our program does not offer clinical supervision/hours.
- **Skills:** Strong verbal and written communication, active listening, and basic problem-solving abilities.
- **Professional Attire:** May wear business casual attire or scrubs, as appropriate. Closed-toe shoes are required during all home visits, client interactions, and community activities.
- **Technical Proficiency:** Basic computer literacy (Microsoft Office/Teams, Google, and ability to learn new database systems).
- **Background Check:** Must successfully pass agency-required screening, including a criminal background check, CAN registry check, and drug screening (if applicable).
- **Required Immunizations:** Immunizations must be documented and submitted, including a negative TB skin test, two doses of MMR, two doses of Varicella or documented history of illness, Tetanus and Diphtheria, and Hepatitis B series or signed declination form.