

Family Enrichment Center, Inc

JOB DESCRIPTION

POSITION: BSW/MSW INTERNS
SUPERVISOR: Field Instructor
PROGRAMS: Supervised Visitation, In Home Little Learners Program, Adoption Resource Program, Parent Education Classes, Parent Support Groups, Fatherhood Class, Co-parenting Class and Community Awareness

QUALIFICATIONS:

- Working on Degree in Social Work
- Ability to work with parents, children, the public and a variety of professionals
- Ability to work independently
- Ability to maintain the confidentiality of records and communications
- Ability to work as a cooperative team member with shared responsibilities
- Ability to use Microsoft Office: word and excel



GENERAL RESPONSIBILITIES:

- To Adhere to the NASW Code of Ethics
- To Initiate Learning Opportunities within the agency
- To meet 1 hour per week with Field Instructor bringing Learning Plans to all meetings
- To be committed to the placement at times and days scheduled
- To maintain and adhere to a self-care plan
- To observe programs then facilitate with guidance
- To stimulate Community Awareness and promote programs and services

PRINCIPAL DUTIES:

- To offer education on Parenting Skills/topics in group setting
- To maintain accurate/up-to-date client data in Supervised Visitation program and other services
- To participate in specialized training workshops and/or community meetings
- To work with parents individually and within a group in strengthening their capacity for parenting their children and provide relevant at-home activities and assignments
- To research and maintain current knowledge about information available on parenting techniques, skills and child abuse and make this information available to clients
- To coordinate and make necessary referrals to community agencies to support families

In Regard to General Principal Duties of all Programs:

- To adhere to all Family Enrichment Center policies and procedures
- To maintain professional liability insurance and to give copy to Field Instructor
- To remain calm and in control in startling or difficult situations or emergencies
- To communicate with Field Instructor in supervision Learning Plans/Tasks & Director of Programs on program needs
- To maintain and be responsible for accurate, complete and current records including Individual Learning Plans
- To assist in the implementation of agency events (i.e., fundraisers, community fairs, workshops, etc.)
- To answer phones and doors
- To clean areas of building in which you may occupy
- To perform all other duties as assigned

441 Church Ave, Bowling Green, KY 42101
(270) 781-6714 Info@familyenrichmentcenter.com