

# Specialized Alternatives for Families and Youth (SAFY)

## Field Practicum Student Job Description

### Field Practicum Student Position Title: Field Practicum Student

#### Primary Responsibilities:

- Assist with answering telephone calls for SAFY office and transferring calls to the appropriate staff persons.
- Become aware of community resources and direct youth and families to other resources and agencies in and outside of SAFY when necessary.
- Assist staff with Family Support Group meetings that occur on the 2<sup>nd</sup> Thursday of every month.
- Assist with basic filing, scanning documents to email and uploading the documents into the data entry system.
- Assist with making phone calls to individuals who have been listed as references for those wanting to become foster parents.
- Learning how to write correspondence and complete SAFY specific forms.
- Assist with Telehealth psychiatry appointments; responsible for taking vitals of youth and scheduling follow up appointment.
- Assist with the development of logistics of meetings and trainings as directed by Family Development Specialist/Recruiter.
- Assist clinical staff with completing treatment plans, developing goals, objectives and interventions.
- Assist SAFY staff with auditing in order to ensure compliance with monthly and quarterly requirements as defined annually by STARS standards.
- Attend home visits with Therapist, Case Coordinator and Family Development Specialist and learn how to complete necessary visit documentation.
- Assist clinical staff with psychosocial assessments.
- Establish and maintain a positive working relationship with all levels of SAFY staff by participating in meeting, problem identification and resolution.
- Establish and maintain a supportive and positive working relationship with youth, foster parents, referring agencies and other SAFY stake holders.
- Assist SAFY staff by creating fliers for events and posting on Foster Parent Support Group Facebook page.
- Assist Independent Living Coordinator with safety audits to ensure apartments meet OIG regulations.
- Learn and familiarize self with resources that are available to foster youth and their families.
- Sensitive and responsive to the cultural differences of staff, SAFY youth, foster parents, referral sources and the public.
- Perform other duties as deem necessary by the field supervisor or task supervisor.

#### Special Requirements:

- Basic computer skills & the ability to operate modern office equipment are required.
- Background checks (completed by SAFY)
- Excellent written and verbal skills
- Able to work with children who have experienced abuse
- Adhere to SAFY Policy and Procedures
- Regular use of Confidential Information is a requirement.

#### Special Training of Students Volunteers(s):

- HIPPA training/Confidentiality
- Case Coordinator training
- Universal Precautions
- SAFY Policies and Procedures
- Professional Boundaries and Ethics Training
- Other training as deemed necessary

#### Outcomes/Goals:

- Assist SAFY with day-to-day activities and other tasks as needed.
- Assist foster youth and foster families with the services that are offered through SAFY.
- Collaborate with DCBS, biological family and other agencies.
- Be a team player, with an empathic, encouraging attitude toward all foster youth, foster families, and biological families.

#### Primary Contact Person:

Allison Haralson, MSW, CSW SAFY of Bowling  
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Office hours are 8:30 am – 5:30 pm, Monday through Friday.