DUTIES MAY INCLUDE:

- Transporting children for visits, counseling and medical appointments.
- Supervise visits between parents and children.
- Provide supportive services for parents with children in the home to help them maintain children.
- Document interactions during visits.
- Assist in maintenance of case files.
- Completion of a life story-book for a child or children which includes:
  - a. Meeting the child, provider, and birth parents
  - b. Assisting with transportation of this child
  - c. Reviewing records for information
  - d. Gathering information and photos from child's past
  - e. Talking with the child to gain information and get child's perception of her/his background.
  - f. Involving the child in the preparation of the book when possible.

QUALIFICATIONS:

- High level of **maturity** and **reliability** essential due to stressful work.
- Effective verbal and written communication skills.
- Valid driver's license and good driving record.
- No criminal history of offenses that would cause question of ability to work with clients, or have a current problem with drug or alcohol abuse.

EMPLOYMENT:

HSP graduates have been employed by DHS / Child Welfare when openings were available. Now limited to Social Service Assistants. Caseworkers must have a 4-year degree.
As of April 15, 2011, practicum sites that use the Department of Human Services Background Check Unit will now conduct a weighing test and fitness determination when an individual has been identified as the perpetrator of abuse in certain cases of sexual abuse, physical abuse or financial exploitation. The Background Check Unit will specifically consider the most serious cases of abuse reported and substantiated from January 1, 2010, forward.