PURPOSE

To promote and maintain communication between client and case worker/manager and to enhance services to clients by extending case worker / manager functions. Practicum students will not replace paid staff.

DUTIES MAY INCLUDE:

- Transport clients once approval by all parties is set up.
- Counsel with clients regarding resources available.
- Monitor and report client needs to case worker/manager.
- Client reassessment, make home visits, and follow-up phone calls to clients.
- Agency/client/family liaison.
- Maintain case files manually as well as electronically.
- Appointment scheduling
- Advocate for clients.
- Mandatory abuser reporting
  - Other duties as assigned by branch supervisor such as life story books or other needs.
  - Student will practice and apply DHS mission statement “helping children and families and keeping safe” and follow DHS core values.
  - Complete and submit monthly reports to Volunteer Program Coordinator and Chemeketa.
  - Train w/Support Staff and do some back up coverage at front reception or any other special projects when need something to do.

QUALIFICATIONS:

- Ability to maintain client confidentiality.
- Possess valid driver license and acceptable driving record.
- Strong oral and written communication skills.
- Outstanding interpersonal skills.
- Problem solving and organizational skills.
- Ability to work with diverse populations.
- Computer skills helpful.
- Sense of humor and positive attitude.
TRAINING:

- Orientation to the Volunteer Program and Department of Human Services.
- Ongoing on-the-job training and supervision provided by branch/unit manager, supervisor, and designees.

OTHER DUTIES AS Assigned

Student priority will be the SSA unit but anytime the student needs something to do to keep busy the local Manager at Ellendale or Letty Smith will provide direction. The duties could be a variety of office procedures and organization assignments.

DRIVING RECORD WILL BE CHECKED

CRIMINAL HISTORY CHECK REQUIRED

DHS CHILD WELFARE BACKGROUND ALSO CHECKED

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.