SERVICES PROVIDED:
The Department of Human Services Self Sufficiency is a state agency providing temporary assistance to unemployed, low-income client residing in Polk County. Individuals utilizing DHS have a responsibility to move toward self-sufficiency by becoming employed. The support services, which can assist a person or family seeking to become self-sufficient, include:

- Emergency Assistance
- Aid to Dependent Children
- Food Stamps
- Medicaid
- Employment Related Day Care
- JOBS Program.
- There is a specific educational program for teen moms.

ROLE OF THE PRACTICUM STUDENT:
Students will learn about policy, procedures and services provided to individuals who are seeking assistance from the agency. Besides getting an overview of the agency, students will work in specific service areas to learn how to deliver services to assist people to become self-sufficient. Students must respect client privacy and not share confidential information outside of the agency.

DESCRIPTION OF DUTIES:
Duties of the practicum may include:

- Assisting client in the orientation process
- Assisting clients to develop and implement Employment Development Plans.
- Reading and understand agency policies and procedures.
- Assisting clients to access & receive support services.
- Utilizing computer skills to up-date records and narrate client progress.
- Special projects
- Attendance at regularly scheduled staff meetings.

JOB QUALIFICATIONS:
The student should be interested in working with low-income families & individuals of varying backgrounds and temperaments. Students must be willing to work in a cooperative manner with fellow employees. Good listening, communication and organizational skills are important.

The student must be willing to work a minimum of 2 half days per week, 3 preferred. Full days are best for the learning experience.

Updated 6/11/2013
CRIMINAL HISTORY CHECK MAY BE REQUIRED

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.