

Administrative Office of the Courts

Court Designated Worker Program

Field Placement Information and Learning Objectives

The Court Designated Worker (CDW) program provides court diversion opportunities to youth between the ages of 10-18. All youth below the age of 18 who are charged with either a public or status offense must be processed through the CDW office to determine their eligibility for a court diversion.

A field placement student at the CDW program will have the opportunity to gain valuable knowledge relative to Kentucky's Juvenile Justice system, state statutes, and juvenile code. Students will have the opportunity to interface with the court system, various law enforcement agencies, as well as, other community partners. Students will have the opportunity to gain knowledge regarding the social and economic impact of juvenile crime, as well as, how social and economic factors influence juvenile crime.

Potential Responsibilities

- Become familiar with the agency's standard operating procedures, client filing system, and how to process charges.
- Assist with answering the telephone and greeting the clients and community partners who visit our office daily.
- Become aware of community resources and how to access services for youths on diversion.
- Assist with data entry and basic filing.
- Assist with monitoring youths on diversion.
- Assist with developing and facilitating diversion workshops and/or special diversion programming.
- Assist law enforcement personnel and families as needed.

- Complete preliminary inquiries and youth assessments as needed.
- Assist with updating community resource guide.
- Attend our Family Accountability Intervention and Response (FAIR) team meetings.
- Perform other duties as deemed necessary by the field supervisor.

Kentucky Office Of Vocational Rehabilitation

Policy, Program, and Support Branch

Social Work Intern Job description

The Kentucky Office of Vocational Rehabilitation (OVR) assists Kentuckians with disabilities to achieve suitable employment and independence. We recognize and respect the contribution of all individuals as a necessary and vital part of a productive society.

- To assist Kentuckians with disabilities to achieve suitable employment and independence.
- We value the rights, merit and dignity of all persons with disabilities and the opportunity to pursue employment as an important aspect of a full and meaningful life.
- We value all staff, their individual talents, unique abilities and contributions to the agency's mission.

The Policy, Program, and Support Branch oversees the following, allowing students opportunities in some or all of these areas:

- Develops the Annual State Plan that is required by the Rehabilitation Services Administration;
- Develops and monitors the agency's strategic plan;
- Develops new and innovative programs;
- Evaluates agency programs;
- Acts as liaison to the Statewide Council for Vocational Rehabilitation;
- Provides staff support for the Kentucky Assistive Technology Loan Corporation;
- Develops and maintains agency Internet websites, agency social media (Facebook) and produces the quarterly agency newsletter;
- Oversees the Kentucky Assistive Technology Services Network;
- Coordinates the Job Placement Team;
- Provides technical assistance to the Counselor Mentor Team;
- Provides technical assistance to staff on Self-Employment, substance abuse and ex-offenders;
- Manages the case review system;
- Coordinates TRACKS (Team Review to Advance Counselor Knowledge and Skill)
- Oversees the Kentucky Assistive Technology Loan Corporation
- Oversees Kentucky Assistive Technology Services Network and Assistive Technology Advisory Council
- Oversees Project CARAT

Other opportunities: students can attend various statewide interagency meetings in:

- ❖ Statewide Trauma Informed Care Steering Committee
- ❖ Lexington Anti-Human Trafficking Taskforce
- ❖ Project SAFE

For more information contact:
Jennifer Withrow, MSW
Program, Policy, and Support Branch
Kentucky Cabinet for Education and Workforce Development - Office of Vocational Rehabilitation
Mayo-Underwood Building
500 Mero Street, 4th Floor, NE38
Frankfort, KY 40601
Jennifer.withrow@ky.gov

<https://kcc.ky.gov/Vocational-Rehabilitation/programservices/Pages/Program-Planning-and-Development.aspx>