

Agencies with Locations In Various Counties/Cities



CABINET FOR HEALTH AND FAMILY SERVICES DEPARTMENT FOR COMMUNITY BASED SERVICES



Two Rivers Service Region 333 Gardner Lane
Morgantown, KY 42261
270-526-3833

Matthew G. Bevin
Governor

Adam M. Meier
Secretary

Eric T. Clark
Commissioner

There are DBCS Locations in Many Counties:

Warren, Butler, Christian, Daviess, Grayson, Hardin, Logan, Marshall, Ohio, Simpson.

Click here to find a location near you

https://kynect.ky.gov/benefits/s/find-dcbs-office?language=en_US

Field Practicum Student Position Title:

- Field Practicum Student

Primary Responsibilities:

- Assist with answering telephone calls for Butler County Protection and Permanency and transferring calls to the appropriate staff persons, centralized intake, or Family Support call services.
- Become aware of community resources and direct clients to other resources and agencies when appropriate.
- Assist with supervised visitations.
- Assist with data entry and basic filing.
- Assist with making calls to clients and documenting the calls to ensure needs are met, reviewing safety and service needs.
- Learn how to complete forms for various Cabinet needs as well as navigate the TWIST system.
- Attend court hearings and filling out court related forms.
- Assist in updating resource directory and other related activities
- Attend home visits with Cabinet staff to learn to conduct and document the visits.
- Learn about Cabinet policies and procedures.
- Assist with negotiating case plans with families.
- Shadow during investigation of child abuse/neglect/dependency.
- Assist with transportation of foster children.
- Perform other duties as deem necessary by the field supervisor or task supervisor.

Special Requirements:

- Basic computer skills and the ability to operate modern office equipment are required.
- Excellent written and verbal skills
- Able to work with a diverse clientele
- Work consists of desk work, home visits, facility visits, court attendance, and some travel. Occasionally lifting is required.
- Adhere to Cabinet Policy and Procedures
- Regular use of Confidential Information is a requirement.

Outcome/Goals:

- Assess and promote the protection of children in Butler County.
- Assist in accessing resources to promote safe family practices.
- Maintain an empathic attitude toward all families and local office staff.
- Assist in assessing and meeting the needs of relative placements and foster children.
- Complete all hours per semester of field practicum.

Primary Contact Person:

Sarah Duncan, BSW
Butler County Protection and Permanency
333 Gardner Lane
Morgantown, KY 42261
Telephone: 270-526-3833 ext. 3020

Time Commitment/Schedule:

- Office hours are 8:00 am – 4:30 pm Monday through Friday.

PD – Co-Op/Intern Co-Op/Intern

Performs duties consistent with the guidelines of a social services practicum to enhance educational experiences to meet career planning goals and performs other duties as assigned.

Under direct supervision, provides entry level community-based services including child protection and adoption services as aligned with a placement in a career in social services

Under direct supervision, interviews clients, assess needs, explains agency services, and makes appropriate referrals to meet identified educational needs as aligned with a placement in a career in social services

Under direct supervision, advocates on behalf of families and children, attends court hearings, and participates in meetings with community partners to enhance educational instructions as part of preparation for a career in social services

Enters data into computer system as needed and maintains records to comply with job tasks and document progress on assignments as related to placement in a career in social services

Other duties as assigned.

Are there any essential functions of this position that require an incumbent to:

(Select check box(es) to indicate as 'YES')

<input checked="" type="checkbox"/>	Maintain a valid driver's license?
<input type="checkbox"/>	Use a Firearm?
<input type="checkbox"/>	Lift heavy objects or work in uncomfortable positions for extended periods of time?
<input type="checkbox"/>	Be exposed to dangerous working conditions including rough terrain?
<input checked="" type="checkbox"/>	Frequently communicate in person or by other means of technology?
<input checked="" type="checkbox"/>	Spend a major portion of time using a computer?
<input type="checkbox"/>	Be exposed to contagious diseases?
<input checked="" type="checkbox"/>	Work overtime or alternate work schedules?



Job Description for WKU School-Based Project ACCESS Mental Health Internship

The position of Project ACCESS School-Based Mental Health Internship with the Green River Regional Educational Cooperative (GRREC) is designed to provide direct services to students for GRREC's Mental Health Demonstration Grant program, a federal project funded by the U.S. Department of Education. Graduate Students will be placed in a school for internship. Participants will be agreeing to employment of two years post-graduation if offered employment by a district or community-based mental health agency.

Qualifications:

- A Graduate Student from Western Kentucky University in either Clinical Mental Health, Social Work or School Psychology and holds appropriate credentials.
- Must be able to work flexible hours to meet program needs
- Willingness and/or ability to make a two-year commitment to a district or community mental health partner post-graduation
- Must have a valid driver's license, good driving record, and access to a reliable vehicle to carry out performance responsibilities
- Desire to have a career as a school-based mental health service provider in South Central Kentucky
- Excellent analytical skills; experience with data collection and data analysis
- Strong organizational and time management skills
- Strong oral and written communication skills
- Proficient computer skills with a variety of programs and software; specifically must have the ability to create word processing and desktop publishing documents, spreadsheets and databases
- Ability to work independently with little direction and be self-motivated
- Good interpersonal skills; ability to be a team player, collaborate and promote positive public relations on behalf of the project, member LEAs, and GRREC

Reports to: Field Supervisor, District or School Coordinator and/or School Counselor Liaison

(continued)

GRREC Performance Responsibilities

- Provide treatment services (including therapy) to school-aged children, as well as education designed to help families in caring for their mentally ill or emotionally disturbed child in the home.
- Work closely with other mental health professionals and project staff.
- Provide diagnostic and therapeutic services in accordance with standards applicable to mental health professionals.
- Provide individual, family, and/or group counseling services to children, adolescents, and families.
- Collaborate with project staff, school personnel, and community mental health partners to expand and broaden services offered to students.
- Document work in areas of diagnostic evaluations, progress notes, treatment plans, and data related to grant activities.
- Participate in continuing education and other activities necessary to maintain competency and licensure.
- Collaborate with school counselors, teachers, and administrators in building capacity to enable them to better identify and serve students with mental health issues.
- Communicate effectively and work cooperatively with employees, families, schools, individuals, and the public.
- Meet or exceed productivity expectations.
- Adheres to and upholds the ethical standards of the profession.
- Supports the organization's overall mission by participating in and taking leadership when requested for team meetings, professional learning opportunities, retreats, and other organization-wide events.
- Perform additional responsibilities as needed and/or outlined by the Grant Project Director or School District Designee.
- Attend professional development training and/or conferences as requested by the Grant Project Director or School District (Community Mental Health Provider)
- Maintain contact with the site supervisor
- Maintain all academic required obligations including weekly supervision

Placements available in many counties, view <https://www.grrec.org/member-districts> to see full list

LifeSkills, Inc.

Attn. J. Robin Gregory
380 Suwannee Trail Street Bowling Green, KY 42102
P.O. Box 6499
(270) 901-5000 x1005

26 Service Locations

Bowling Green, Munfordville, Brownsville, Morgantown, Russellville, Franklin, Scottsville, Tomkinsville, Edmonton, Glasgow

Position Type: BSW and MSW Interns Unpaid OR Worksite Placement

Agency Description:

Mission: We support people who experience mental illness, substance abuse, and developmental disabilities as they build meaningful and independent lives.

Our Ideals: HOPE - We inspire hope for individuals and their families who reach out to LifeSkills each year. SELF-DETERMINATION - We support self-determination and the achievement of personal dreams and aspirations. WORK - We promote opportunities for personal growth and increased self-esteem through paid work in meaningful jobs or volunteerism. RELATIONSHIPS - We promote opportunities for individuals to develop meaningful relationships in their communities. RECOVERY - We champion the belief that recovery is possible for all with proper assessment, treatment and support. PREVENTION - We commit to a partnership within our communities to build strong and effective prevention and early intervention programs.

Key Responsibilities for Interns:

Paid interns-A paid intern is an individual pursuing a master's degree who has a bachelor's degree in a reimbursable field of study. This individual is hired through our regular employee hiring procedures following an interview, reference checks, and approval of the Vice President. Paid interns will generally fill an abbreviated staff role and will fulfill obligations similar to those of a regular employee with the support of their abbreviated workload, clinical supervision, and university support. The specific reimbursements for paid interns will be established by the current LifeSkills approved pay scales. Paid interns will follow the same procedures to receive pay as regular employees as is described in the employee handbook. A paid intern will be billable as a mental health associate (MHA) after completing the additional MHA application. They may remain in this role for up to three years with the limited possibility of a one year extension. A paid intern functioning as an MHA cannot provide services to an individual with an intellectual disability without an established mental health diagnosis.

- **First Semester Interns** are primarily conducting intake and psychosocial assessments. They may be given a small limited number of clients to provide clinical services such as

individual therapy, family therapy, collateral therapy, or group therapy. The focus of this semester is to get a feel for the agency and working in the mental health field. It will also focus on acquiring a basic understanding of the types of work available in the mental health field and the knowledge necessary to work in the mental health field

- **Second Semester Interns** may continue conducting intake and psychosocial assessments. They will begin to see more clients and provide more direct client care hours or services. The focus of this semester is to utilize evidence based practices, utilization management, and case reviews.

Unpaid Interns: An unpaid intern is one who receives no financial remuneration from LifeSkills for the services they provide. These individuals are typically pursuing a bachelor's degree or are already current employees of LifeSkills. These individuals are allowed access to LifeSkills' clients and facilities as a purely educational experience. They do not provide any direct services to LifeSkills clients without the direct assistance and observations of a clinical supervisor. Individuals who are employees of LifeSkills prior to starting their internship and who remain employed in that prior role may have access to clients without always having direct assistance and observation of a clinical supervisor. The specific requirements for an unpaid internship will be determined by individual needs and the availability of supervisory staff to monitor.

Application Process:

- Application for internship-Anyone interested in completing an internship with LifeSkills should begin the process by completing an Internship application that is available online at www.lifeskills.com. **The completed application should be routed to Robin Gregory at rgregory@lifeskills.com or by fax to (270) 782-5927, or mailed/dropped off to the address above. The application should include the following information:**
 1. LifeSkills internship application
 2. If internship is graduate level clinical internship then you may also include, but is not required
 - a. Resume
 - b. Personal statement that details the specific internship requirements, the individual's personal goals for the internship, theoretical orientation, areas of interest, and professional goals.
 - c. A letter of recommendation from a university professor familiar with the individual's clinical aptitude
- Applications should be submitted as soon as possible to allow for time to complete administrative functions such as interviews, reference checks, and orientations.
Applications received less than 60 days prior to the scheduled beginning of the internship may not be considered for that internship rotation.