

Todd County Youth Services Center

Field Practicum Student Job Description

Field Practicum Student Position Title:

- Field Practicum Student

Primary Responsibilities:

- Assists with answering telephone calls for the Youth Services Center. Assists students with basic needs as they come into the office on a daily basis.
- Become aware of community resources to be able to assist students and families in the referral process when necessary.
- Assist with school events and activities when available. Assist staff in getting program materials together for events as well as advertise for event when needed.
- Assist with data entry and basic filing.
- Helps to coordinate and organize two large group events for students at high school and/or middle school. Example: Rebel Commitment at TCCHS, Reality Store TCMS, Job Shadowing TCCHS, Ag Day TCMS, etc...
- Attend meetings with YSC Coordinator when scheduled and when student is participating in internship.
- Attends home visits with YSC staff when needed or rides along with coordinator to transport students to needed appointments or activities during school day.
- Co-teach with YSC Coordinator to offer education and mental health support to girls groups at high school as well as other student groups YSC sponsors.
- Assists mental health in-school counselors with intakes and observe clinical counseling styles to enhance skills.
- Other duties as deem necessary by the field supervisor or task supervisor.

Special Requirements:

- Basic computer skills as well as the ability to operate modern office equipment.
- Background check
- Active listening and verbal skills
- Able to work with a diverse clientele
- Be flexible because the needs of students served by the YSC change daily
- Adhere to Todd County Schools and Todd County YSC Policy and Procedures
- Must ensure that confidentiality is maintained and only broken on an as needed basis to help student and family.

Special Training of Students Volunteers(s):

- HIPPA training/Confidentiality
- Other required Todd County School district trainings
- Trainings with FRYSC staff
- Todd County Schools Policies and Procedures
- Professional Boundaries and Ethics Training
- Other training as deem necessary

Primary Contact Person:

Kelli Templeman, MSW & YSC Coordinator
Todd County Youth Services Center
205 Airport Road
Elkton, KY 42220
Telephone: 270-265-3670

Time Commitment/Schedule:

- 10-16 hours; but flexible.
- Office hours are 8:00 am -- 4:00 pm M-F..