

ACTION, Inc

Job Title: Intern

Supervisor: Sydney Jones, LCSW sydney@actionky.org

ACTION Inc. is a 501(c)3 organization that aims to address barriers for youth and their families by implementing services to assist with mental wellness, and by providing support to achieve academic, emotional, transitional, and behavioral success.

General Job Description

An intern for ACTION will be expected to assist with facilitation of groups for adolescents and parents, will assist with community outreach, and will be involved in fundraising for the organization. Interns will also be able to shadow employees and be involved in client-centered treatment.

Duties & Responsibilities

- Assist in identifying and implementing age and need-appropriate mental health services in group sessions.
- Interact with youth with SED and other mental health diagnoses.
- Observe clinicians, case managers, and peer support provider services. MSW students will be given the opportunity to implement treatment modalities and interventions with clients.
- Assist participants with development of treatment goals and objectives.
- Participate in parent and clinical meetings, as required.
- Assess and discuss group cohesion and group dynamics, completing group notes as needed.
- Act as liaison between public and private agencies and county programs.
- Assist with development and coordination of trainings for parents, professionals, and other community members.
- Maintain professional competencies in areas of responsibility.
- Maintain contact with and participate in professional job-related meetings and serve as a liaison to professional groups.
- Assist with fundraising, budgeting, and fundraising events.
- Attend meetings, trainings, and other events that will be beneficial to the organization.
- Perform related duties as assigned.

Qualifications

Education

Must meet qualifications with an accredited college to complete a bachelor's or master's level internship in a human services field.

Experience

Experience or a desire to work with youth is recommended.

Key Competencies

- Good oral and written communication
- Regular and reliable attendance
- Ethical decision making
- Organizational skills
- Active listening



Barren River Area Child Advocacy Center Internship Learning Objectives

Agency Description: Barren River Area Child Advocacy Center is a non-profit located in Bowling Green, KY. The Center works closely with other professionals through protocols of the region's ten Multidisciplinary Teams (MDTs) to coordinate and provide evidence-based best practices services for victims of child sexual abuse and their non-offending members in one neutral, safe, and child-friendly location.

Ages/Populations Served: The Barren River Area Child Advocacy Center provides direct services for children ages 0-17 living in Allen, Barren, Butler, Edmonson, Hart, Logan, Metcalfe, Monroe, Simpson and Warren Counties.

Characteristics: The successful intern will be organized, flexible and positive. Good communication and ability to work well on a team are essential.

Website: <http://bracac.org>

The following are the primary learning objectives:

1. The student will be oriented to BRACAC services as an example of a non-profit agency.
2. The student will become familiar with multidisciplinary teams (MDTs).
3. The student will gain experience in interaction with client base.
4. The student will become familiar with victim advocacy and support programs.
5. The student will become familiar with the process of forensic interviews and medical exams.
6. The student will learn about self-care and maintaining balance between personal and professional life.

By the end of the placement the student will:

1. Have an understanding and awareness of the non-profit agency.
2. Have a working knowledge of MDTs.
3. Have a working knowledge of the treatment needs of children who have experienced trauma.
4. Know about resources in the community and how to engage and interact with them.
5. Have experience in conducting an assessment and using social work skills.
6. Have experience in maintaining balance between professional and personal life.
7. Have a working knowledge of social work values and ethics.

Intern duties and opportunities may include:

- ⌚ Participating and observing therapy sessions.
- ⌚ Observing forensic interviews and medical exams.
- ⌚ Attending staff meetings and trainings.
- ⌚ Participating in BRACAC fundraisers.
- ⌚ Assisting with victim advocacy and support programs.
- ⌚ Attending and assisting with therapy groups.
- ⌚ Attending and participating in case consultation and weekly supervision.
- ⌚ Observing and conducting assessments.
- ⌚ Attending Citizens Foster Care Review Board meeting.
- ⌚ Read external research, books, and articles related to population served.

Barren River Area Development District

Area Agency on Aging and Independent Living Field Practicum Student Job Description

Field Practicum Student Position Title:

- Field Practicum Student

Primary Responsibilities:

- Assists with answering telephone calls for the Aging and Disability Resource Center and transferring calls to the appropriate staff persons. Assist with providing intake and assessment of individuals calling in for services.
- Become aware of community resources and direct clients to other resources and agencies in and outside of BRADD when necessary.
- Assist with outreach events in the community. Assist staff with getting brochures available and bagging items for the event.
- Assist with data entry and basic filing.
- Assist with making calls to clients and documenting the calls to ensure needs are met, reviewing health, safety and welfare and service needs.
- Learning how to write correspondence and complete forms,
- Responsible for data entry input and basic filing.
- Assists Aging Staff in implementation Aging or ADD assignments such as centenarian luncheon, caregiver trainings, Conferences etc.
- Assists in updating resource directory and other related activities
- Desk top monitoring of monthly meal tickets.
- Assists with the development of logistics of meetings and trainings as directed by Aging Staff.
- Completes various program surveys by phone or in person and compiles results.
- Assist aging staff with monitoring services providers.
- Assist Aging Staff with completing person centered care plans with clientele. Learns to complete care plan through observation and doing.
- Attends home visits with Aging staff/ or waiver staff present through observation and learn to conduct and document the visits, and do case note journals.
- Review and document services deliveries in computer data system.
- Learn to co facilitate a support groups in the National Family Caregiver Program.
- Assists with Initial and Reassessments with Aging staff present/learns through observation, Student will learn to document the IA or RA in the Computer data system.
- Completes needs assessment mailings and compile results
- Provides technical assistance to the BRADD Board of Directors, Aging Advisory Council, Aging Director/Planner, Elder Abuse Prevention Council, Mental Health and Aging Coalition, Caregiver Coordinator and Case Managers as needed.
- Update Aging Services Brochures, website postings etc.
- Learn and familiarize self with the many resources available to clients pertaining to services for those who are aging/disabled.
- Assist with updating policies and procedures.
- 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.
- TB skin Test (BRADD does)
- Background checks (BRADD does)
- Excellent written and verbal skills
- Able to work with a diverse clientele
- Must be able to operate a vehicle and have valid car insurance
- Work is typically performed while sitting at a desk or table with intermittent standing, stooping and walking; lifting light objects (less than 25 pounds) is a job requirement;
- Adhere to BRADD Policy and Procedures
- Regular use of Confidential Information is a requirement.

Special Training of Students Volunteers(s):

- HIPPA training/Confidentiality
- Assessment/Case Management Training by BRADD Program Services Coordinator
- Medicare for Patient and Provider Act Program Training
- In home Safety Training
- Elder Abuse Neglect and Exploitation and reporting
- Aging and Disability Resource Training
- Personal Safety
- Universal Precautions
- BRADD Policies and Procedures
- Aging Services Standard Operation Procedures
- Professional Boundaries and Ethics Training
- CPR/First Aid Training
- Other training as deem necessary

Outcome/Goals:

- Assist Aging Staff with day-to-day activities and other tasks as needed.
- Assist the aging community with the services offered from BRADD
- Collaborate with other agencies in the 10 county area for services
- Be a team player, with an empathic attitude toward all BRADD caregivers, clients and staff.
- Complete 200 hours per semester of field practicum

Primary Contact Person:

Michelle Hines, Director of Aging Services
BRADD Office
177 Graham Ave
Bowling Green, KY 42101
Telephone: 270-782-9223 or 270-781-2381 X 156

Time Commitment/Schedule:

- 12-15 hours; but flexible.
- Office hours are 8:00 am – 4:30 pm M-F, Office is closed during lunch hours.

Barren River Area Safe Space

Address: P.O. Box 1941 BG, KY 42102

Phone: (270) 843-1183

Website: <https://www.brassinc.org/>

Position Type: BSW and MSW Intern (Unpaid)

Agency Description:

Barren River Area Safe Space, Inc. is a non-profit organization dedicated to helping victims of domestic violence and their children escape their situations and live better lives. Our mission is to provide emergency shelter, support services, and educational programs for those affected by intimate partner violence in the BRADD region. We are committed to offering a safe space and advocacy programs to empower survivors and help them rebuild their lives.

Services Offered:

Emergency shelter, court advocacy, medical advocacy, housing advocacy, case management services, information and referrals, individual/group counseling, immigrant services, language accessibility, 24-hour crisis line. Our service area covers Allen, Barren, Butler, Edmonson, Hart, Logan, Metcalfe, Monroe, Simpson, and Warren Counties.

Key Responsibilities for Interns:

- Assisting with outreach
- Learning about court hearings, such as how to advocate for DV survivors and what advocates do at court hearings
- Charting notes and daily logs
- Compiling statistical data
- Learning about housing procedures such as how to find housing for clients, house safety, and meals.

Application Process:

- Interested candidates should submit a resume, cover letter, and any relevant references

Bellewood and Brooklawn

Address: 627 Eastwood St. Suite B Bowling Green, KY 42103

Phone: (270) 796-2012

Website: Bellewoodandbrooklawn.org

Position Type: BSW/MSW Intern (Unpaid)

Agency Mission and Vision:

At Bellewood & Brooklawn, our mission is to provide a safe, nurturing environment where Kentucky's children and families can heal and thrive. We achieve this through a continuum of care that includes in-home services, outpatient care, residential treatment, and therapeutic foster care. Every service we offer is designed to reduce disruption in children's lives, help them recover from trauma, and promote the wellbeing of families across the Commonwealth.

Our vision at Bellewood & Brooklawn is to heal the hearts and minds of vulnerable youth and their families. We are dedicated to creating a trauma-informed environment where every child can experience safety, support, and the opportunity to grow. Our programs are designed to meet the unique needs of each child, helping them overcome the effects of abuse, neglect, and other forms of trauma.

Services Offered:

Family Preservation: Strengthening families and preventing out-of-home placements.

Intensive In-Home Services: Delivering vital support to families in their homes.

Independent Living: Empowering youth with the skills they need to thrive independently.

Therapeutic Foster Care: Providing professional foster care services for children with complex emotional and behavioral needs

Key Responsibilities for Interns:

- Entering client homes and working with families
- Teaching parenting skills
- Making referrals for therapy screeners and other placements in the community
- Documenting and entering case notes
- Debriefing and communicating with staff

Application Process:

- Interested candidates should submit a resume and any relevant references
- Interns must complete an AOC and CAN background check with 2 forms of ID, complete a TB blood draw, and submit a copy of their current vehicle insurance.
- Contact fmckisic@bellewoodandbrooklawn.org for questions or to schedule an interview



Benchmark Family Services

Therapeutic Foster Care

Bowling Green Regional Office
1721 McIntosh Street
Bowling Green, KY 42104
270-783-0993
Fax 270-783-0955
www.benchmarkfamilyservices.org

Who We Are

Benchmark Family Services is a network of professional, therapeutic foster homes and committed staff providing foster care services across Indiana and Kentucky.

Our goal is to provide stable, out-of-home placements for children in need, working with child welfare agencies to provide quality care to youth in the least restrictive setting possible as they work toward their goals. The results we see in the youth that pass through our care encourage us to carry on in our mission to give even the most traumatized and troubled kids a second chance and a safe and stable home.

Our Mission

Benchmark's mission is to work alongside referring agencies to provide stable and caring placements for youth in need of out-of-home care. We advocate for children by ensuring reasonable opportunities for healthy physical, psychological, and emotional growth in the most normal and least restrictive setting possible.

To this end, Benchmark will provide and coordinate programs and services in cooperation with referring child welfare agencies. Benchmark is committed to the highest standards of childcare and professionalism.

JOB DESCRIPTION

Title: Social Work Intern

Principle Duties/Responsibilities:

1. Assists in the development of treatment plans including medication concerns with the input of family, legal guardian or significant others.
2. Provides case management services to foster children including but not limited to, advocating on behalf of the client and family with social service agencies, court, police, medical, school, and other mental health professionals. Conducts home visits and provides on-going assessments to ensure foster homes remain viable for placements.
3. Provides support to foster children and consultation to foster parents. May refer children for counseling, psychiatric and psychological services if indicated.
4. Complies with paperwork requirements as established by the state placing agency and Benchmark Family Services, Inc.
5. Provides stabilization services on a crisis basis to prevent placement disruptions.
6. Assist with child placing services, including identifying and contacting an appropriate BFS foster home and coordinating arrangements between the state placement worker and BFS foster home.
7. Participates in individual supervision, case conferences, staff meetings, and team meetings. May be asked to represent Benchmark Family Services, Inc. at community and civic functions and market the program.
8. Maintains knowledge of current trends and developments in the field by reading appropriate books, journals, and literature and attending in-services, conferences, and workshops.
9. Provides supportive service to a child or children with severe emotional, behavioral, or physical needs placed with our agency.
10. May provide therapeutic services OR plan and coordinate additional therapeutic services/interventions to a child or children with emotional, behavioral, or physical needs placed with our agency.

Bowling Green Student and Family Counseling Program (SFCP)

JOB DESCRIPTION

JOB TITLE: Field Practicum Student
SUPERVISOR: Tanner Steelman
DIVISION: Behavioral Health
PREPARED BY: Hannah Baird

CLASSIFICATION: (Grade)
LOCATION: Bowling Green Learning Center

POSITION SUMMARY: (Briefly summarize the basic function of the position.)

- To provide support and resources to Bowling Green City Schools students and guidance counseling staff.

ESSENTIAL FUNCTIONS: (List those duties and responsibilities that are fundamental in accomplishing the major functions of the position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.)

(Job Title) Responsibilities:

- Communicate clearly and effectively with customers and coworkers throughout daily interactions
- Become aware of community resources and direct clients to other resources and agencies in and outside of SFCP when necessary
- Assist with updating policies and procedures.
- Creating positive rapport with each student that is met with
- Completing diligent and efficient contact logs on clients
- Learn and familiarize self with the many resources available to clients pertaining to services for those who need mental and psychological services
- Must know and follow the Social Work Core Competencies and Behaviors and NASW Code of Ethics
- Perform other duties as deem necessary by the field supervisor or task supervisor.

QUALIFICATIONS: (To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Indicate the necessary education and/or experience required for the position. Include any licenses, certifications, and/or registrations required for the position.)

- Need to have completed a background check
- Must have NASW liability insurance – \$1-5 million policy
- Fundamental knowledge of computer programs (Word, Excel, and Outlook)
- Must possess typing skill level that assures projects can be completed timely and efficiently
- Advanced writing and verbal skills
- Regular use of Confidential Information is a requirement.
- Able to work with children from ages 5-18

SUPERVISORY RESPONSIBILITIES: (Describe the type of guidance that will be provided by the position. Will direct and/or indirect supervision be conducted in the position? How many employees will be supervised directly or indirectly by the position? Also, list the titles of employees directly supervised?)

- Report to Tanner Steelman for tasks to be completed. If Steelman is not available, report to Amy Carter.

What are the visual requirements for the position? (Check as many boxes as necessary)

Close vision:	✓
Distance vision:	✓
Color vision:	✓
Peripheral vision:	✓
Depth vision:	✓
Ability to adjust focus:	✓

How much time is spent performing the following? (Check as many boxes as necessary)

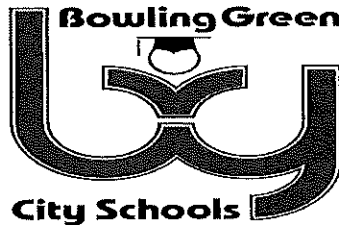
	None	One-Third	Two-Thirds	More than Two-Thirds
Stand:			✓	
Walk:			✓	
Use hands to finger, handle, touch:				✓
Climb or balance:		✓		
Talk or hear:				✓
Stoop, kneel, crouch, or crawl:		✓		
Reach with hands and arms:				✓

Time Commitment/Schedule:

- Be committed to working 12-18 hours a week but flexible
- Office hours 7:30-3:30 Monday-Friday. Office will be closed on holidays and during Bowling Green City Schools breaks.

Primary Contacts

Tanner Steelman, LCSW, Student and Family Counselor
 Amy Carter, CSW, Student and Family Counselor
 Bowling Green Learning Center
 503 Old Morgantown Road
 270-746-2321



Job Title: Field practicum student

Classification: Master's level

Location: District Wide

Supervisor: Tanner Steelman

Concentration: Behavioral Health

Primary Position Goal:

To provide support to students of Bowling Green Independent School District to ensure a healthy environment to enhance learning and academic success.

Essential Functions: (Duties and responsibilities that are fundamental in accomplishing the major functions of the position. Reasonable accommodation may be made if needed)

(Job Title) Responsibilities:

- Provided clinical services to students including but not limited to, advocating on behalf of the student and family with social service agencies, court, police, medical, school, and other mental health professionals. Assist with home visits and providing on-going assessments to ensure that student needs are met
- Provide supportive services to students with emotional, behavioral, or physical needs.
- Conduct individual case consultation as well as evidence-based practice intervention strategies with students
- Provide basic counseling to students on caseload
- Complete diligent and efficient progress notes on students with special education services with documentation system EzEdMed
- Assist with implementing policies and procedures of the school district
- Must incorporate and demonstrate an understanding of social work core competencies and abide by the code of ethics during practice
- Assist with conducting a psychosocial assessments and intervention planning for students
- Participate in transitional meetings with students and family
- Participate in consultation with teachers and administration regarding student IEP and referral to community partners
- Perform other duties and tasks appointed by field supervisor if deemed necessary

Qualifications:(Indicate the necessary education and/or experience required for the position. Include any licenses, certifications, and/ or registrations required for position.)

- Must have NASW liability insurance verification completed (\$1-3 million policy) and sent to field placement coordinator
- Need to complete a background check and fingerprint scan for practice in the district
- Complete Pre-Field training as well as initial field information form and submit to field liaison
- Complete learning plan and get approval signatures within 4 weeks of beginning placement
- Demonstrate advanced writing and verbal communication skills
- Able to work with diverse populations of students ranging from 4-18

Supervisory Responsibilities:

Practicum student will consult with Tanner Steelman for tasks and responsibilities for the day. If Mr. Steelman is not available, consult with Amy Carter. (Weekly meetings are held every Monday starting promptly at 8am)

Schedule overview:

- Student will expect to work at total of 16-18 hours per week
- Office hours range from 7:30- 3:30 Monday- Friday. Office will be close on national holidays and breaks scheduled by the school district

Primary Contacts/ Address:

Tanner Steelman, LCSW, Student and Family Counseling Program

Amy Carter, LCSW, Student and Family Counseling Program

Bowling Green Learning Center

503 Old Morgantown Road, Bowling Green, KY 42101

270-746-2321

Boys and Girls Club of the Bowling Green Area

Address: 260 Scott Way, Bowling Green, KY 42101

Phone: (270) 843-6466

Website: www.bgcbg.org

Job Title: Social Work Intern, Behavioral Support Specialist, Youth Development Professional

Location: Main Site of Boys and Girls Club, a site at Jennings Creek, and Lost River

Position Type: BSW Intern (Unpaid)

Mission and Visions: Our mission is to enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens.

Key Responsibilities:

As a Behavioral Support Specialist Intern you will:

- Assist the youth with emotional, and behavioral concerns by providing direct support and emotional regulation skills.
- Work with youth in the range from 6 years old to 18 years old.
- Create individualized plans, provide psychoeducational groups, and assist with the youth when concerns arise.
- Connect with agencies outside of the Boys and Girls Club, and assist families.

As a Youth Development Professional you will be in a classroom providing direct support to the youth afterschool. This includes:

- Assisting with homework
- Facilitating activities in the classroom and gym
- Supervising the youth until they go home

The role that we are primarily focusing on for this internship is the Behavioral Support Role, but at times they may assist in the classrooms as a YDP as well.

Application Process:

Interested candidates should submit a resume, cover letter, and any relevant references



Job Description: Intern Therapist

General description:

Intern Therapists at The Cognitive Refinery learn to provide quality psychotherapy services to a diverse clientele. Intern Therapists are to represent The Cognitive Refinery well in and out of the office and adhere to ethical codes, state and federal laws, and the policies and procedures of The Cognitive Refinery.

Duties of the position:

First Semester

- Observe therapy sessions to develop clinical skills.
- Practice documenting session notes for observed sessions.
- Develop treatment plans with the assistance of a therapist.
- Participate in clinical team meetings to review cases and engage in consultation.
- Research assigned topics for clinical discussions.
- Keep track of all hours and document supervision.
- Check e-mails on a daily basis and respond to messages in a timely manner.
- Maintain a clean and tidy office environment.
- Dress appropriately for work and work related events.
- Greet clients who are waiting for appointments and help them feel comfortable in our environment.
- Take detailed phone messages when required and promptly notify others of any messages requiring their attention.
- Ensure schedule availability is up to date.
- Represent the business professionally in appearance and in interactions.

Second Semester

- Continue first semester objectives.
- Once approved, maintain a small caseload and provide psychotherapy for individuals, couples, and families.
- Document sessions for assigned clients in electronic health record and ensure that notes represent medical necessity.
- Complete all documentation within 48 hours.
- Independently create individualized treatment plans.
- Work on accurately diagnosing with the assistance of supervisor.
- Respond to crisis events. Ensure the safety of clients and arrange for hospitalization if required.
- Possibility to lead groups if groups are established at the time of internship.

Requirements:

- Currently working on a Master's in counseling, psychology, or social work.
- Understanding of theoretical perspectives and basic working knowledge of CBT.
- Familiarity with HIPAA and informed consent.
- Must be computer literate and able to operate Microsoft Office Suite.
- Strong interpersonal and communication skills required.
- Detail oriented and organizational abilities.
- Ability to be sensitive to the needs of mental health clients.
- Maintain malpractice insurance.
- Experience in mental health field preferred, but not required.

Benefits that we offer:

- Having a diverse team of clinicians, we are able to provide opportunities to observe theoretical approaches applied with various issues.
- We have monthly team meetings where we consult with each other on challenging cases and review best approaches for treatment. We also have an educational component to these meetings where our clinical leaders teach skills.
- We allow interns to have designated space to maintain a small caseload once they have been able to show their clinical abilities. This gives an opportunity to be prepared for the demands of working in the field post graduation.
- We are an office that utilizes electronic health records and provide experience with documentation.
- We offer the ability to have a working knowledge of insurance reimbursement post graduation.
- Employment opportunities after graduation are available.

Community Action of Southern Kentucky

Family Nurturing Program Internship

Agency Description:

Community Collaboration for Children (CCC) provides funding for community-based efforts that promote the safety and well-being of children and families. It provides funding to support a statewide network of community-based, prevention focused services for families and children. The child's mental and physical health, safety and well-being are paramount concerns of CCC.

Community Action of Southern Kentucky offers a wealth of programs to the community including, Head Start, Liheap, Foster Grandparent Program, Senior Services, BG Transit and Community Services.

Services: The CCC in-Home Program provides trained, in-home family service associates to work in the home on a short-term basis with families. The associates identify family strengths as well as areas of concern. The strengths based approach to in home services is designed to promote safe, stable, healthy families and to prevent child abuse and neglect. Program staff also assists families in their ability to utilize community resources. Referrals are accepted through community partners, including but not limited to, DCBS and self-referrals.

Characteristics: The successful intern will be professional, a team player, willing to learn new information and implement it, be organized and have excellent oral and written communication skills.

Website: www.casoky.org

This internship is designed to provide a comprehensive experience focused on the social worker's responsibility to him/herself, the organization, the clients and the community.

The following are the primary learning objectives:

1. The student will review referrals
2. Become familiar with community resources
3. Attend client visits with worker to understand entire process of how visit goes
4. Reviews client case files to familiarize oneself with information that must be included
5. Learn how to rate a home in detail; this may include environmental, safety, parental capabilities, etc.
6. Participates in staff meetings
7. Attends community functions outside of the office
8. Writes sample progress notes
9. Learns how to interact with families

Outcome Goal: It is my goal as supervisor that all interns receive in-depth training while in my care. I want the intern to benefit from this experience and know when his/her time is up what is in store for them. I want him/her to see the real world for what it is, and what he/she will be dealing with. The intern needs to know the increasing amount of paperwork that must be completed. He/she needs to know he may go into homes with roaches and bed bugs. He/she may see things he/she never seen before. This is not an easy field to enter into, and it's my personal goal that the intern be able to experience all of it.



REFUGEE SERVICES INTERNSHIP JOB DESCRIPTION

When interning with Community Action, you will be representing our services to the clients. The manner in which you conduct yourself and the impression you make determines, to a great extent, the client's impression of the entire organization. When receiving and greeting clients, you should be guided by simple rules of business and courtesy. Office attire is business casual.

It is of the utmost importance that you maintain confidentiality of all information and activities that take place in this office.

Below are a few of the daily tasks for which you will be responsible. Other duties may be assigned based on need.

- Maintain predictable office hours
- Remove barriers to integration by assisting clients with case management issues
- Support client self-sufficiency through assisting clients with job searches and applications
- Practice job interviewing with limited English clients (with and without interpreters)
- Help limited English speaking clients learn to use the public transit system
- Interpret (if bilingual and proficient)
- Organize and maintain client files
- Data entry and reporting
- Help coordinate Interpreter trainings
- Promote language access for limited English community members
- Support partnerships by assisting various projects with the Community Partnership for Refugee & Immigrant Families (mental health projects, employment projects, etc)

Down Syndrome of Southern KY

Address: 522 State St, Bowling Green, KY 42101

Phone: (270) 796-5002

Website: <https://dssky.org/>

Position Type: BSW/MSW Intern (Unpaid)

Agency Mission and Vision:

We are an organization of parents, friends, and families who have loved ones born with Down syndrome. It is our desire to help you gain information and support for the journey that lies ahead. We serve ALL AGES of individuals born with Down syndrome and offer activities and services for any of our Buddy House members. OUR MISSION is to enhance the quality of life for individuals with Down syndrome and their families by providing support, information, education, resources, networking, and activities. WE BELIEVE that inclusion and community support are essential in helping enable persons with Down syndrome to achieve their maximum potential and lead fulfilling lives.

Services Offered:

Physical Therapy, Early Literacy Classes, Social Activities, Gross Motor Skills Group Therapy, Speech Therapy, Adult Skills Classes, Dance Fitness & Yoga, Art Classes, and the Rockerz Dance Team.

Key Responsibilities for Interns:

- Assisting with and facilitating lessons
- Building trust and rapport with members
- Modeling appropriate and respectful behavior
- Redirecting members
- Attending social outings
- Recruiting guest speakers
- Being creative
- Assisting with the planning and execution of fundraising events

Application Process:

- Interested candidates should submit a resume, cover letter, and any relevant references
- Contact info@dssky.org to express interest in this agency

Family Enrichment Center, Inc

JOB DESCRIPTION

POSITION: BSW/MSW INTERNS
SUPERVISOR: Field Instructor
PROGRAMS: Supervised Visitation, In Home Little Learners Program, Adoption Resource Program, Parent Education Classes, Parent Support Groups, Fatherhood Class, Co-parenting Class and Community Awareness

QUALIFICATIONS:

- Working on Degree in Social Work
- Ability to work with parents, children, the public and a variety of professionals
- Ability to work independently
- Ability to maintain the confidentiality of records and communications
- Ability to work as a cooperative team member with shared responsibilities
- Ability to use Microsoft Office: word and excel



GENERAL RESPONSIBILITIES:

- To Adhere to the NASW Code of Ethics
- To Initiate Learning Opportunities within the agency
- To meet 1 hour per week with Field Instructor bringing Learning Plans to all meetings
- To be committed to the placement at times and days scheduled
- To maintain and adhere to a self-care plan
- To observe programs then facilitate with guidance
- To stimulate Community Awareness and promote programs and services

PRINCIPAL DUTIES:

- To offer education on Parenting Skills/topics in group setting
- To maintain accurate/up-to-date client data in Supervised Visitation program and other services
- To participate in specialized training workshops and/or community meetings
- To work with parents individually and within a group in strengthening their capacity for parenting their children and provide relevant at-home activities and assignments
- To research and maintain current knowledge about information available on parenting techniques, skills and child abuse and make this information available to clients
- To coordinate and make necessary referrals to community agencies to support families

In Regard to General Principal Duties of all Programs:

- To adhere to all Family Enrichment Center policies and procedures
- To maintain professional liability insurance and to give copy to Field Instructor
- To remain calm and in control in startling or difficult situations or emergencies
- To communicate with Field Instructor in supervision Learning Plans/Tasks & Director of Programs on program needs
- To maintain and be responsible for accurate, complete and current records including Individual Learning Plans
- To assist in the implementation of agency events (i.e., fundraisers, community fairs, workshops, etc.)
- To answer phones and doors
- To clean areas of building in which you may occupy
- To perform all other duties as assigned

441 Church Ave, Bowling Green, KY 42101
(270) 781-6714 Info@familyenrichmentcenter.com



SOCIAL WORK INTERN

Partially remote

The Social Work Intern with For a Real Change, Inc. assists with the development and implementation of youth-centered programs offered through the organization. The intern focuses on K-12 mentoring programs with the opportunity to work with other youth programs. The intern will expand their experience by assisting youth with their educational and behavioral development, planning events, research, and coordinating program assessments and evaluations. The intern may assist with communication and other duties as assigned. *This internship comes with a stipend provided through a grant and is distributed at the end of each semester. The amount is based on the number of interns.*

Internship Responsibilities

- Assist scholars with identifying academic, behavioral, career, and/or social goals.
- Communicate with families, mentors, educators, and community partners.
- Collaborate with a team to help identify the best practices for individual students and groups of students.
- Assist students in the classroom who may need assistance.
- Partner with instructors to prepare and/or implement intervention tactics.
- Research topics relevant to the program goals.
- Assist with developing assessment and evaluation tools, and communicating results.
- Maintain records and monitor the progress of scholars, maintain records, and communicate with parents and teachers.
- Coordinate one or more related programs/events.
- Prepare and present topics or activities during programs.
- Develop relevant informational and educational pieces.
- Provide other program support, as needed.

Desired Qualifications

- Good oral communication skills
- Excellent writing skills
- Ability to work well with a team as well as independently
- Positive attitude
- Dependable
- Adaptable/flexible
- Experience working with youth is preferred

Time Allotted

A minimum of 12-15 hours a week is preferred for this internship. Students are expected to meet weekly with the intern supervisor. In addition, interns with responsibilities focused on Jonesville Academy meet in person every other Saturday morning (8:00-12:30pm - including lunch). Interns with responsibilities focused on our My Sister is Succeeding program would meet in person for program meetings on Wednesdays 2:00pm-5:15pm and designated Saturdays, 11:00am-3:00pm.

Application Materials

This internship is only open to college students located in Bowling Green/Warren County seeking a social work (or relevant field) internship for college course credit. Please submit a resume. A cover letter is optional. An interview may be required for this position. All materials can be emailed to info@forarealchange.org

The HIVE, Inc.

Address: 1818 U.S. 31 W Bypass, Bowling Green, KY 42101

Phone: 270-495-1506

Website: <https://www.thehivebg.org/>

Position Type: BSW/MSW Intern (Unpaid)

Agency Mission and Vision:

OUR MISSION: To create opportunities that enrich, enhance, and empower the lives of people with diverse abilities and their families

OUR VISION: A community that embraces and values the inclusion and participation of people with diverse abilities.

Services Offered:

The HIVE, Inc is a registered 501c3 nonprofit organization who serves individuals with disabilities. Our goal for each member is to offer the opportunities, guidance, information, and support that helps them discover their own potential. Through a series of carefully-designed programs, participants at the HIVE develop significant competencies, including gains in independent living, wellness, safety, self-advocacy, and supportive relationships.

Relationship Building, Independent Living Skills, Vocational Skills, Referrals, Continued Education, Community Outings, Social Skills, Advocacy and teaching Self-Advocacy, Exercise Sessions, Mental Health Support, and a Comfortable, Safe Environment.

Key Responsibilities for Interns:

- Assisting with and facilitating lessons
- Creating lesson plans
- Building trust and rapport with members
- Modeling appropriate and respectful behavior
- Redirecting members
- Attending social outings
- Attending weekly planning meetings
- Recruiting guest speakers
- Managing attendance and documentation in our database

Application Process:

- Interested candidates should submit a resume, cover letter, and any relevant references
- Contact office@thehivebg.org to express interest in this agency



5872 Scottsville Rd.
Bowling Green, KY 42104-7853
(Phone) 270-746-9300
(Fax) 270-782-3496

The Mission is "TO HONOR LIFE THROUGH EXCEPTIONAL SERVICE AND COMPASSIONATE CARE"

Our Vision:

- To be recognized as the leading provider of exceptional, innovative, compassionate care that honors each unique life.
- To be known as the employer of choice, who attracts extraordinary individuals, focuses on diversity, and commits to respect, integrity, and fairness.
- To be recognized for providing an array of services and programs to meet the needs of patients of all ages and their loved ones throughout the end-of-life journey.
- To be known as a mission-centric organization focused on optimized care and services with a commitment to fiscal responsibility.

The core values are defined as the fundamental principles that guide its business decisions and actions. Hospice of Southern Kentucky's core values are an equation: Love + _____ = Peace. We value our employees and allow them to fill in their personal "why" by adding a core value to the equation to define their connection with HSK's mission and core values.

Job Description for BSW/MSW internship placement

BSW/MSW interns will report to the Ancillary Services Manager who will assign them a social worker, to work together visiting patients and meeting patient needs. Some of those needs include seeking out community resources for the patient and families and also new resources that can be added to the resource binder. Along with an HSK Social Worker, the intern will conduct both in home and in-patient visits to patients who have a life expectancy of 6 months or less. They will attend IDG {InterDisciplinary Group} meeting which occurs every two weeks and will see how the MD, RN, Social Worker, Chaplin and Aid work together to meet the needs of the patient.

Goal of the internship is to understand how essential Social Work is to providing care of individuals at end of life. We will also explore balance of managing grief while being a service provider and experiencing grief yourself. Lastly, we will develop a program called and "Angel Fund" that will provide internal funds for patient needs. The interns will review current programs, and policies and create a program including qualifications, policies, and develop a committee.

Contact Kendra Harris kharris@hospicesoky.org to express interest in this agency

HOTEL, INC.

Address: 1005 Boatlanding Rd, Bowling Green, KY 42101

Phone: (270) 782-1263

Website: <https://hotelincbg.com/>

The purpose of this internship encompasses several elements. HOTEL INC is in the midst of transforming the Manna Mart program to include the principles of Shalom - Mutuality, Participatory, Holistic, Mind, and Impact.

Education

- Providing resources to households who present as food insecure
- With support from the staff, organize monthly classes that help address the systemic cause of food insecurity
- Create materials for education to promote as well as what is needed for class
- Complete SPDAT training
- Read articles, books related to population

Case Management

- Utilize various assessments for service prioritization and developing case plan
- Create individual case plan with households to address food insecurity
- Provide case management weekly, bi-weekly, monthly with households either in person, via email or phone
- Utilize support and work in tandem with Housing Department, Street Medicine Department as needed

Research & Data

- Utilize Charity Tracker database and access for measuring impact
- Work with Executive Director on continued research and implementation of internal/external changes of program delivery

International Center of KY

806 Kenton Street

Bowling Green KY 42101

Tel: (270) 781-8336 Ext: 318

Website: www.icofky.org

Position Type: BSW and MSW Interns Unpaid

Agency Description:

Mission and Vision: The mission of the International Center is to address the needs of refugees and immigrants in their assimilation and integration into community life by providing employment, education, housing and other social services. Beyond the services we provide, our hope is to foster a sense of community within our refugees. We aim to encourage community involvement through our partnerships with businesses and organizations in the community to further benefit our clients and their families.

Key Responsibilities for Interns:

Interns are rotated to different departments to acquire the needed knowledge and experience. Interns shadow our case managers and/or assigned staff as they learn and serve clients in different capacities. Services provided include but not limited to

- Case management
- ELT training
- Employment support service
- Immigration support services
- Youth mentoring services
- Home visits
- Engage in group training and meetings.

Also, under the supervision of Field Instructor, interns are encouraged to prepare short presentations on areas such as parenting, abuse and neglect, drinking and driving, healthy dating, college readiness, civics training etc. Our interns have the opportunity to directly work with clients and staff and are able to receive excellent knowledge and experiences on areas such as cultural integrity, communication skills, and ability to advocate for those around them and especially underserved communities.

Application Process:

- Submit a cover letter, resume, and references
- Contact susanmkanta@wkrmaa.org to express interest in this agency



Support. Teach. Empower. Protect. Serve.

KY STEPS Behavioral Services

Vision:

At KY STEPS, the person is always at the center of services. As a mission-driven agency, we understand the importance of evidence-based intervention strategies that are culturally and linguistically responsive to the individual. We go to a greater extent to match individuals and families with highly trained and skilled staff to Support, Teach, Empower, Protect, and Serve (STEPS) the person and family to reach their potential and sustain them.

Our Mission is Operationalized As:

Person-Centered Practice:

All interventions and services are tailored to meet the needs of the person. The interest and well-being of the person drive all decisions related to their services

Person-In-Environment Approach:

Our comprehensive assessment tools are aimed at understanding how internal (person) and external (environment) factors interact to influence the person's current situation and aides in determining how best to address them.

Meet People Where They Are:

Our service and intervention approach are based on socio-cultural humility and a linguistically responsive approach. We ensure that the values of a person are upheld and dignified. The needs of a person such as transportation, and linguistics, which may impact their ability to access and utilize support effectively are addressed.

Utilize and Generate Treatment Evidence:

We used the most current evidence-based practices to address client needs. We also understand that evidence is only what has been studied, so we collect data on existing and innovative practice models to inform research.



Support. Teach. Empower. Protect. Serve.

DIRECT SUPPORT PROFESSIONAL JOB DESCRIPTION

Provide various waiver-based services for individuals with intellectual disabilities. Our Direct Support Professionals provide the following services based on their experience and our client needs. Specific Job titles are listed below:

- **Community Access**-Assist individuals in participating in meaningful routines, events, and activities through community organizations.
- **Person-Centered Coaching**- Assist in implementing and monitoring the effectiveness of the individual's person-centered plan.
- **Personal Assistance**- Work to enable a participant to accomplish tasks that the participant normally would do for himself or herself if the participant did not have a disability.
- **Supported Employment**- Provides ongoing support to eligible individuals in job selection, development, and analysis.
- **Community Living Support**-Facilitate independence and promote integration in the community.
- **Homemaker**- Assist with cleaning and organization of individual living space
- Case Management.

Skills

Performs documentation necessary to facilitate compliance.

Communicate effectively with participants, family, and team members

Read, understand, and implement written and oral instructions

Minimum Requirements

- Eighteen (18) years old with a High School diploma or Twenty-one (21) years old
- Experience working in the field of intellectual or developmental disabilities is preferred.
- Be able to pass all background checks
- Have a Driver's license
- Be able to fulfill training requirements

Lake Behavioral Health

1143 Fairway Street, Suite 103 Bowling Green, Kentucky 42103
(812) 901-6881

Title: Care Manager -MH and SUD

Job Summary

The Care Manager will serve in a variety of roles in managing care for patients diagnosed with chronic physical conditions, substance use disorders, and/or mental health issues. The Care Manager will will conduct screenings, assist with self-reported/observable assessments, provide treatment monitoring, and supportive services to the patients being served. In addition, the Care Manager will assist in the coordination and support of the patient, family, and other support systems, by monitoring, referring, and coordination of care.

Duties and Responsibilities

- Actively supports the mission, philosophy, and goals of the agency and their associates.
- Assists in all paperwork requirements from pre-admission to post discharge.
- Complies with all administrative, clinical, human resource, regulatory agencies, state and local regulations, and host hospital standards.
- Adheres to work practices consistent with the agencies mission, medical staff bylaws, administrative, departmental, and human resources policies and procedures.
- Maintains the highest level of ethics in all program activities.
- Communicates any concerns or issues regarding the patients to the ARNP/MD, Program Director, hospital/clinic designee, and/or, supervisor staff/designee.
- Functions as part of the treatment team.
- Maintains a professional appearance and behavior.
- Maintains confidentiality of all patient information and protection of patient rights.
- Attends and completes all required in-services and trainings.
- Demonstrates care and concern in all interactions with patients, caregivers, agencies, and/or facilities. As well as remaining tactful and respectful to patients, families, and visitors.
- Maintains patient safety as primary focus.
- Assist in case management services during treatment and during discharge; follow up as requested.
- Assist in the formulation of previous and current medical histories and updates when applicable.
- Conducts screenings at admission, treatment encounters, and at discharge, as applicable.
- Supports patients, families, and support systems regarding treatment, educational needs, community supports, and treatment.
- Assists with prescription refills, coordinates labs, and urinary drug screenings as directed by the prescriber.
- Enhances treatment readiness, supports treatment completion, ensures safety, and promotes sustained wellness.
- Improves access to community resources through education, referral, and development.
- Completes all reports required by the program or agencies.

Qualifications: High School Degree or GED required. Previous experience with chronic medical conditions, substance abuse or mental health counseling, CNA, CMA, other medical training, office management, CPR/First Aid/CPI preferred.

Skills/Physical Demands

Knowledge of medical terminology & Computer proficient

Ability to assess and interpret data related to treatment of the individual

Analytical and problem-solving skills & Time Management skills

Self-motivated & Multi-task capability

Excellent communications skills

Demonstrates knowledge, skills, and behaviors appropriate for population served

Compassionate and respectful of population served



VISION, MISSION, & VALUES

VISION: LifeWorks at WKU's vision is to create an inclusive community where individuals with autism and other learning differences learn to lead fulfilling and self-directed lives.

MISSION: To provide education and experiential learning for young adults with autism and other learning differences to empower them to live independent, self-directed lives as valued community members.

PURPOSE: To facilitate a living, learning environment that empowers individuals with autism and other learning differences to realize their full potential and successfully lead lives of independence, self-direction, and inclusion.

CORE BELIEFS:

Participants First

We value each participant as an individual – having unique backgrounds, talents, and life dreams. We believe that individuals with autism, and other learning differences, have inherent value and should be defined by their gifts and abilities rather than diagnosis or label.

Community Inclusion

We believe that community membership can facilitate invaluable personal opportunities, resources, and relationships. We hold that autistic individuals deserve access and opportunity to fully engage in all areas of the community – including work, leisure, and living.

Valued Social Roles

Individuals with autism are often marginalized because of societal attitudes and misperceptions. We believe that gaining valued social roles (i.e. employee, volunteer, neighbor) better positions individuals with autism to experience the *good things in life* – acceptance, respect, friendship, career opportunities, safety and so on.

Community Contribution

Individuals with autism, and other learning differences, possess tremendous potential to make meaningful contributions to society through employment and volunteerism. We believe that such opportunities can enrich and add purpose to each person's life.



LifeWorks Intern Task List

- Assist with developing and revising various program documents, handbooks, assessments, support plans, progress monitoring charts, etc.
- Lead or co-lead classroom discussions and psychoeducational small group sessions
- Create and lead presentations on various topics related to independent living, social skills, employability skills, etc.
- Model positive social behavior and provide support, encouragement, and guidance to participants.
- Assist participants with individual and group activities – i.e., cooking classes, recreational activities, community outings, shopping, and volunteer work at local nonprofit organizations.
- Assist staff with weekly monitoring of participant apartments – using a checklist to monitor for cleanliness, safety hazards, and to provide guidance and training for participants.
- Engage in person-centered planning sessions with participants – assisting them with developing their individual goals.
- Complete various assessments with participants related to personal interests/preferences, vocational skills and career goals, and instrumental activities of daily living such as budgeting, managing medication, interpersonal relationships, safety skills / safety awareness, etc.
- Research evidence-based practices on how to best support young adults with autism spectrum disorder (ASD).
- Assist participants with general activities such as homework assignments, completing employment applications, and resume development.
- Assist participants with case management (type) activities, such as connecting with community resources, scheduling appointments, accessing transportation, monitoring, and recording progress toward outcomes.
- Assist participants in planning leisure and social activities.
- Assist staff with assessing participant progress and developing appropriate interventions.

Revised 2/22/2022



700 Chestnut Street Bowling Green, KY 42101
Phone: 270-904-0055 Fax: 270-904-5110
lighthousecounseling2019@gmail.com
www.lighthousecounselingllc.org
Owner: Sarah Light, LCSW/Clinical Supervisor

4. **MSW Intern Responsibilities:** All the things listed above plus those listed below.

- a. Learn to write a professional resume and keep professional binder of trainings completed. Complete any in-office trainings offered.
- b. Complete treatment planning, intakes, assessments, and intervention practices.
- c. Practice making clinical diagnoses with supervision.
- d. **Assist with, lead or conduct** individual, group, and family therapy (**under proper supervision**).
- e. As necessary, make referrals for additional providers/services such as to medication management providers, primary care providers, etc.
- f. Some Generalist practice may be required. Experience is helpful but is not required. Sharing of ideas and knowledge is welcomed and encouraged.
- g. Participate in research to evaluate practices and outcomes.
- h. Represent client needs and advocate for policy change at a micro, mezzo, and macro level.
- i. Must be able to pass a drug test before starting internship and must be able to pass any random drug tests given throughout internship.

5. **Contact:**

Sarah Light, LCSW

CEO & Clinical Supervisor

Cell: 270-543-3123

Office: 270-904-0055

sarah.light.therapist@gmail.com

lighthousecounseling2019@gmail.com





700 Chestnut Street Bowling Green, KY 42101
Phone: 270-904-0055 Fax: 270-904-5110
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www.lighthousecounselingllc.org
Owner: Sarah Light, LCSW/Clinical Supervisor

Intern Job Description

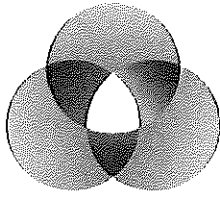
1. Agency Name: Lighthouse Counseling, LLC

Lighthouse Counseling is a private, individually owned therapy practice offering traditional, holistic, and faith-based formats of mental health treatment. We offer the following types of counseling: individual, couples, family, marriage, co-parenting, school-based, collaborative, group, court-ordered and services for foster children in DCBS custody. Lighthouse Counseling also offers the following assessments: ADHD, Autism, mental health, psychosocial, suicide, substance abuse, crisis, school threat, spiritual, strengths and needs assessments. Lighthouse Counseling offers a comprehensive approach to mental and behavioral health counseling while working to reduce the negative stigma surrounding mental health services. We focus on addressing the client's mental health while understanding the influence that society and environmental factors have on their life. Lighthouse Counseling seeks to empower clients using a holistic approach to treatment while collaborating with client's current medical providers to achieve stability in their overall health.

2. Mission and Vision Statements: Our goal is to help you grow from your struggles, heal from your pain, and overcome barriers that prevent you from reaching your fullest potential. We are committed to be there for you every step of your journey.

3. BSW Intern Responsibilities:

- a. Demonstrate an interest for working with clients with mental health disorders who come from different socioeconomic statuses and backgrounds.
- b. Learn how to complete record-keeping and documentation timely and accurately.
- c. Assist with maintaining documentation in an organized manner.
- d. Maintain confidentiality of protected health information; this includes written, verbal discussions among providers and interactions with clients.
- e. Research and connect with local resources, which includes participating in community outreach events and initiatives.
- f. Assess and evaluate practice outcomes of the agency and providers.
- g. **Observe** individual, group, and family therapy. Group therapy is typically scheduled outside of “normal business hours”—usually held between 4-7 pm.
- h. **Observe and participate** with Targeted Case Management, Community Support Services and any additional services provided by the agency. Must be willing to learn the roles of different providers within the agency.
- i. Collaborate with all providers within the agency to improve the delivery of services.
- j. Participate in supervision and staff meetings. Attendance is mandatory as long as it does not interfere with class schedules.
- k. Demonstrate proficient organization, communication, time-management, problem-solving, and interpersonal skills.
- l. Maintain an understanding of Social Work ethical and professional behaviors while demonstrating these behaviors at Lighthouse Counseling, LLC.
- m. Understand that exposure to different clients, settings and opportunities builds skills; must be willing to explore and participate in given opportunities.
- n. Must be able to evaluate self and willing to accept guidance.
- o. Must be able to pass a drug test before starting internship and must be able to pass any random drug tests given throughout internship.



Marpè Therapy Services



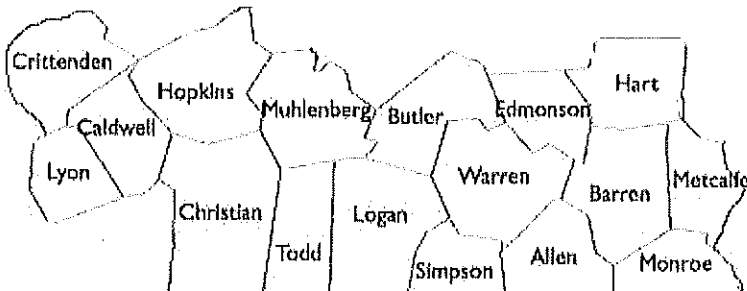
Internship Responsibilities

- Coordinating with Case Managers and other agencies regarding patient paperwork.
- Work closely with the staff to ensure smooth operation of the clinical area, including patient flow and processing of medical records.
- Complies with all policies and procedures.
- Assist in facilitating Individual and/or group therapy sessions.
- Research and create tools to assist Marpè Therapy staff.
- Carry out various administrative task as needed.

Essential Skills and Characteristics

- Must be able to maintain confidentiality and work in a professional manner.
- Must be able to maintain appropriate client boundaries.
- Must be comfortable working with diverse clients.
- Must be able to maintain appropriate client boundaries.
- Must be able to maintain confidentiality and work in a professional manner.

Service Locations



Our Services

Medicaid Waivers

- Positive Behavior Supports
- Person Centered Coach
- Occupational Therapy
- Speech Therapy

Mental Health

- Mental Health Counseling
- Substance Abuse Intensive Outpatient Program (IOP)
- Individual and Group Sessions

Our Mission

Marpè Therapy Services is a local, Veteran-owned business that strives to provide quality therapy services in a professional manner throughout Kentucky.

It is our priority to connect with individuals who we serve through well-trained professionals, who are responsive to the needs of each individuals and their caregivers.

Marpè Therapy Services | 624 Eastwood Street, Bowling Green, KY 42103

www.marpetherapy.com | 270-320-3037 | wwrather@marpetherapy.com

Necco Foster Care and Counseling

1240 Ashley Circle, Suite B, Bowling Green, KY 42104

Description

We are a social enterprise that is actively changing the face of child welfare and are constantly searching for talented, purpose-driven professionals to join our community. We are a group of happy warriors, courageous mutants, and passionate pragmatists. Come join our island of misfit toys!

Position Summary:

Necco has an opportunity for an Integrated Services Intern. This role requires an educational component i.e. practicum, field experience, internship, or course credit hours. Integrated Services is a comprehensive program that encompasses foster care, independent living, and internal behavioral health services. The intern will gain hands-on experience working with children, transitioning young adults, and families across home, community and clinical settings. This role will provide value to the company by supporting the service, programmatic, and administrative functions of the team. The IS Intern serves as an extension of the program to provide an extra layer of service and support to children, families, and young adults Necco serves.

You should be accurately described as:

A happy warrior who thrives on leading from the front with strategic thinking. A solid communicator in search of decisions that deliver real results. A problem-solver, financial steward, and one who excels at collaboration. Ridiculously passionate about the company's success, growth, and program quality.

The candidate selected will be responsible for the following:

Program Support

Serve as a support system to the Program Director, direct service staff, and others as appropriate

Serve as a support for program functions

Complete administrative tasks as appropriate.

Accept additional tasks from self-directed work team as appropriate.

Data Entry

Ensure the confidentiality of all customer and client records

Ensure documentation is completed in a timely and accurate manner.

Utilize applicable databases entering appropriate information in an accurate and timely manner (i.e. intakes, respites, moves, home visits, and discharges).

Service Delivery

Communicate in a responsible, courteous and professional manner with customers, clients and others as appropriate.

Supervise customer or client activities as needed or required

Intern Specific

Develop a learning contract that marries the intern's educational requirements with tasks and responsibilities of their position

Create an overarching internship project that benefits the intern as a learner and Necco

Corporate Citizen

Practice Ruthless Pragmatism

Engage in peer to peer feedback

Know and Live the Necco Corporate Culture Principles

Embody the 3 essential virtues of Humble, Hungry and Smart

Drive your Evaluation Process

Adhere to and contribute to the Necco meeting structure

Position Qualifications:

Enrolled in an Educational Program with a course credit requirement or opportunity

Minimum of 21 Years of Age

High School Education (Degree Preferred)

Valid Driver's License

Strong communication and organizational skills

Successful completion of all required criminal background checks

Auto Insurance 100/300/100

Qualifications

Education

Required

High School or better in Other.

Licenses & Certifications

Required

Auto Insurance

Background Checks by State

Drivers License

New Beginnings Therapeutic Riding, Inc.

600 B Bill Ferguson Rd Bowling Green, KY 42101

Phone: 270.777.3600

Website: www.nbtr-bg.org



Internship (Non-Paid) Description:

The intern works closely with all Directors of New Beginnings Therapeutic Riding as it relates to the organization's mission and goals but will report to the Executive Director. NBTR is dedicated to serving individuals with disabilities (behavioral, emotional, mental and physical) and enhancing their lives using the power of horses. Our goal is to strengthen the minds, bodies and souls of individuals by providing a recreational outlet that has therapeutic benefits. The responsibility of riding and caring for a horse will encourage self-esteem, confidence and coordination. The aim of our program is to see positive changes in the riders physically, emotionally and spiritually.

Date of Placement:

Immediately

Available 10-20 hours per week

Preferred Qualifications:

- Must supply their own transportation
- Exhibit interest in non-profit organizations, the business field, and/or community outreach programs.
- Experience working in an office environment
- Organizational skills
- Ability to manage multiple tasks
- Detail oriented
- Self-motivated
- Excellent communication skills
- Time management competence
- Team player
- Moderate computer skills in Microsoft Office (Word, Excel and Access) and Social Media
- First Aid/CPR Certified (preferable but not mandatory)
- Willing to work with different personalities and able to handle constructive criticism
- NO horse experience needed

Primary Responsibility (but not limited to):

- Assist with day-to-day operations.
- Assist with data entry (mailing lists, information database, name badges, time sheet and sign in book)
- Assist in coordination, implementation, marketing, advertising (via mass and social media) and evaluation of fundraising events, workshops, and programs.
- Assist in recruiting and identifying: sponsors, donors, and grant resources.
- Assist in creating and implementing marketing plans, fundraisers, and strategic plans.
- Assist in recruiting volunteers for special events.
- Assist in flow and coordination of classes and barn so they are running smoothly and orderly.
- Assist with preparation of information packets, brochures, various mailings, newsletter and promotional/marketing material.
- Represent NBTR to all groups and organizations that want to learn more about the program.
- Over see that all Thank You notes are completed to all donors and sponsors.

Additional Responsibilities include:

Public Relations, Answering and Directing Phone Calls

What Will You Gain:

- Enhanced project management skills
- Networking skills
- Marketing Skills
- Non-Profit Experience

Specialized Alternatives for Families and Youth (SAFY)

Field Practicum Student Job Description

Field Practicum Student Position Title: Field Practicum Student

Primary Responsibilities:

- Assist with answering telephone calls for SAFY office and transferring calls to the appropriate staff persons.
- Become aware of community resources and direct youth and families to other resources and agencies in and outside of SAFY when necessary.
- Assist staff with Family Support Group meetings that occur on the 2nd Thursday of every month.
- Assist with basic filing, scanning documents to email and uploading the documents into the data entry system.
- Assist with making phone calls to individuals who have been listed as references for those wanting to become foster parents.
- Learning how to write correspondence and complete SAFY specific forms.
- Assist with Telehealth psychiatry appointments; responsible for taking vitals of youth and scheduling follow up appointment.
- Assist with the development of logistics of meetings and trainings as directed by Family Development Specialist/Recruiter.
- Assist clinical staff with completing treatment plans, developing goals, objectives and interventions.
- Assist SAFY staff with auditing in order to ensure compliance with monthly and quarterly requirements as defined annually by STARS standards.
- Attend home visits with Therapist, Case Coordinator and Family Development Specialist and learn how to complete necessary visit documentation.
- Assist clinical staff with psychosocial assessments.
- Establish and maintain a positive working relationship with all levels of SAFY staff by participating in meeting, problem identification and resolution.
- Establish and maintain a supportive and positive working relationship with youth, foster parents, referring agencies and other SAFY stake holders.
- Assist SAFY staff by creating fliers for events and posting on Foster Parent Support Group Facebook page.
- Assist Independent Living Coordinator with safety audits to ensure apartments meet OIG regulations.
- Learn and familiarize self with resources that are available to foster youth and their families.
- Sensitive and responsive to the cultural differences of staff, SAFY youth, foster parents, referral sources and the public.
- Perform other duties as deem necessary by the field supervisor or task supervisor.

Special Requirements:

- Basic computer skills & the ability to operate modern office equipment are required.
- Background checks (completed by SAFY)
- Excellent written and verbal skills
- Able to work with children who have experienced abuse
- Adhere to SAFY Policy and Procedures
- Regular use of Confidential Information is a requirement.

Special Training of Students Volunteers(s):

- HIPPA training/Confidentiality
- Case Coordinator training
- Universal Precautions
- SAFY Policies and Procedures
- Professional Boundaries and Ethics Training
- Other training as deemed necessary

Outcomes/Goals:

- Assist SAFY with day-to-day activities and other tasks as needed.
- Assist foster youth and foster families with the services that are offered through SAFY.
- Collaborate with DCBS, biological family and other agencies.
- Be a team player, with an empathic, encouraging attitude toward all foster youth, foster families, and biological families.

Primary Contact Person:

Allison Haralson, MSW, CSW SAFY of Bowling
Green 1143 Fairway Street Suite 103 Bowling
Green, KY 42103 Telephone: 270-904-6307

Office hours are 8:30 am – 5:30 pm, Monday through Friday.

United Way of Southern Kentucky (UWSK)

Mission Statement: To be the leader in bringing together the resources to build a stronger, more caring community.

Vision Statement: A Southern Kentucky where all residents are educated, healthy and financially stable.

KEY RESPONSIBILITY AREAS:

1. Provide information & referral services through the 211 Contact Center.
2. Maintain knowledge and understanding of community resources.
3. Identify new community resources using various research and collection methods including the internet, survey forms, brochures and/or direct contact with service agency representatives.
4. Participate in and represent UWSK outreach to community groups, local businesses and health & human service providers to enhance knowledge, understanding and use of UWSK services.
5. Participate in the Allocations process by completing tasks related to the grant funding cycle.
6. Execute the plan to maintain Born Learning Trails and Book Swap boxes in the community.
7. Participate in resource development efforts as requested.
8. Complete other projects/tasks as assigned by Task Supervisor &/or Field Supervisor.

Note: Tasks will intensify depending on the student's ability to perform and timing of the internship.

BEHAVIORAL EXPECTATIONS:

1. Represents UWSK positively, professionally, courteously and effectively.
2. Assists or takes on new tasks to help UWSK achieve its mission.
3. Maintains confidentiality regarding personnel and organizational information.
4. Adheres to and always models the UWSK Code of Ethics.

Note: The description given is intended only to provide information about the general nature of the job and is not an all-inclusive list of the job duties, skills or abilities which may change.

Contact Ellie Harbaugh eharbaugh@uwsk.org to express interest in this agency



Wilson Counseling

LIFE CAN BE GOOD

Website: <https://www.wilsoncounselingllc.com/>
1312 Westen Street Bowling Green, KY 42104
Voice 270-904-1072

Fax 270-904-1073
252 N. Main Street Russellville, KY 42276

JOB TITLE: MSW INTERN

JOB DESCRIPTION: Observe, participate and lead sessions for individuals, families and groups, children and adults. Utilize evidence-based theoretical approaches, including CBT, DBT, TF-CBT and trauma-focused approaches, narrative and other theoretical bases. Complete comprehensive biopsychosocial assessments for new clients, identify appropriate diagnoses for mental health disorders in accordance with DSM 5, develop treatment plans addressing diagnosed disorders and symptoms, and participate in care planning/service team meetings. Mental health issues anticipated to be treated in therapy include disorders of childhood, depression, anxiety, mood disorders, behavioral problems, relationship problems, trauma-related disorders, victimization (child abuse, domestic violence, sexual assault), and substance abuse issues. Participate in supervision with task and/or agency supervisors. Participate in evaluation of outcomes. Administrative office tasks that provide exposure to private agency business practices. Participate in community outreach. Attend court hearings to increase knowledge of legal setting, intersection of court and mental health services, and build testimony skills.

Internship at WKU Counseling Center

WKU Counseling Center is accepting applications for internship from graduate students in Social Work. We seek interns who are enthusiastic, self-motivated, responsible, willing to learn, value diversity and are able to interact well with people from diverse backgrounds. This position will be a great fit for a student who is interested in learning more about a clinical application of Social Work. This is an un-paid internship position. The Intern will spend 16 to 20 hours per week on average engaging in various tasks assigned by their supervisors and other staff members and participating in required and optional training activities.

The Counseling Center staff is an interdisciplinary team of professionals who are actively engaged in training the next generation of helping professionals. We operate on a cohort model, which means we invite a small group of interns to work with our staff each year to promote collaborative learning. Our approach to training is a practitioner model with an emphasis on mentor/apprenticeship. Interns are assisted in applying their knowledge to practice of various university counseling center services and enhancing their abilities and skills relevant to working as a helping professional under direct supervision of a licensed clinician and guidance of multiple staff members. The student will also have opportunities to attend trainings alongside student interns from the Psychology Department and Mental Health Therapists from other disciplines.

Interns are provided with orientation during the first week of the Fall semester and opportunities to attend training seminars scheduled throughout the year. Interns are provided with weekly supervision by a Mental Health Therapist who holds an LMSW.

As a part of this internship, in addition to the experience at the Counseling Center, the student may have opportunities to connect with several student support services on campus, such as Student Accessibility Resource Center, International Student Services, Military and Veteran Student Services, and LGBTQA+ community, thus providing a unique opportunity to learn about needs and resources among different student groups.

The student will be expected to meet with clients of the Counseling Center in a non-clinical role to provide assessment of needs outside of therapeutic goals and recommend resources based on availability and need. The student will also have an opportunity to observe clinical sessions conducted by their supervisor and be a participant-observer in psychoeducational and support groups facilitated by our senior staff.

Tasks examples and training opportunities include: creating lists of campus and community resources for clients at the Counseling Center (e.g., financial assistance, medical/psychiatric care, self-help strategies, social networking), collaborating with clinicians to help clients to utilize campus and community resources and practice self-help and self-advocacy strategies, assisting with developing and/or implementing outreach and group programs, such as interpersonal violence prevention, national mental health awareness, suicide risk awareness, cultural diversity, mindfulness-based stress reduction, psychological skills group, support groups for specific student populations, and assisting with front desk duties at the Counseling Center.

To apply for the internship, please submit the following materials:

- A cover letter outlining your interest in interning at the Counseling Center and your relevant experience
- A current resume with 3 references (including one person who can verify your readiness for the internship, and another person who can speak to your potential as a helping professional)
- Typed responses to the following supplemental questions:
 - What are your career plans?
 - What are your research interests?
 - What specific student population(s) interest(s) you?
 - Discuss what it means to be a member of your intended profession.

Completed application materials should be sent electronically to:

Masami Matsuyuki, Ph.D.
Staff Psychologist/Training Coordinator
masami.matsuyuki@wku.edu

Please direct any questions to the training coordinator by email or by calling 270-745-3159 between 8 a.m. and 4:30 p.m. CST Monday through Friday.

WKU- Kelly Autism Program's Circle of Support

Internship Learning Objectives

Contact cec@wku.edu for questions

Program Description: KAP at WKU has created the Circle of Support, a program that offers six areas of assistance specifically designed to address the challenges faced by students with Autism Spectrum Disorder and to increase their success on campus. The major areas of assistance provided by KAP Circle of Support include: private residence hall rooms, study tables, mentoring, socials, mental health counseling, and weekly advisor meetings. This internship specifically works in the mental health counseling area of assistance.

Ages/Populations Served: Mental health counseling is available to any KAP Circle of Support participant. Their ages range from 18-28, with some adjustments based on the individual. The intern may be required to have a phone conference with a parent or an in-person meeting with parents, the students KAP advisor, or professor, if necessary.

Characteristics: The successful intern will be organized, flexible, positive, and a skilled communicator. Readiness to apply learned theories and techniques and compassion will be essential for the internship.

Website: www.wku.edu/kapcircleofsupport

This internship is designed for a second-year master's level student, who is ready to grow professionally. It will provide a comprehensive experience focused on the social worker's responsibility to him/herself, the organization, the client and the community.

The following are the primary learning objectives.

1. The student will be oriented to the various Clinical Education Complex programs and how they collaborate together to support the clients throughout their lifespan.
2. The student will become competent in Autism Spectrum Disorder and its unique impact on each of their clients.
3. The student will gain experience assessing the client's level of therapeutic need based off of internal and external factors.
4. The student will learn the basic structure of individual therapy and its administrative tasks as well.
5. The student will learn about the importance of self-care in preparation for a future career in the social work field.
6. The student will gain a basic understanding of collaboration with other professionals across disciplines in order to better serve our clients.

By the end of the placement the student will:

1. Understand and be able to explain to others about the services, supports that are provided at the Clinical Education Complex and its mission.

2. Be able to identify what characteristics of Autism Spectrum Disorder are impacting each individual the most and their impact on any co-morbidity issues the client struggles with.
3. Know how to assess a client's presenting and on-going therapeutic need and implement therapeutic support as needed.
4. Practice theories and techniques within the structure of individual therapy, as well as its administrative tasks as well.
5. Have experience in practicing self-care concurrently to providing mental health support and making academic progress within their masters.
6. Gain competency in how to communicate and collaborate with other professionals to provide the best support to our clients.

In addition to the above expectations, students will be given the option to serve in other programs throughout the Clinical Education Complex. This provides the intern an opportunity to gain a deeper understanding of Autism Spectrum Disorder across the lifespan and develop the varying skill sets to work with different ages and populations.

Sample Intern Task List

Intern duties and opportunities may include but are not limited to:

- Providing individual therapy sessions to our Circle of Support participants
- Conducting intake sessions, in which the client fills out necessary paperwork
- Keeping up with their own scheduled sessions with clients and following up when sessions are missed, rescheduled, or canceled
- Checking in with other Circle of Support or CEC staff members in regards to the client, if the client authorizes such communication
- Completing and keeping up to date all necessary documentation, such as session notes, client authorizations, memos, etc.
- Participating in and co-facilitating a social pragmatics group
- Researching and familiarizing self with new therapy theories and techniques as needed
- Actively participating in supervision
- Communicating with family members or professors about the client, if the client authorizes such communication
- Participating in staff meetings

WKU Student Accessibility Center

Address: 1906 College Heights Blvd. #21052 Bowling Green, KY 42101

Phone: 270-745-5004

Website: <https://wku.edu/sarc>

Job Title: Student Worker

Position Type: BSW/MSW Intern (Unpaid). The BSW and Foundation Year (1st year) MSW students are in field for concurrent placements and go to their field agency 200 hours each semester, for a total of 400 hours.

Agency Mission and Vision:

The goal of the SARC is to ensure that all students with disabilities are provided access to all facets of the Western Kentucky University experience; to facilitate and coordinate support services and programs that enable students with disabilities to maximize their educational potential; and to increase awareness among all members of the University so that students with disabilities are able to achieve academic success based on their abilities, not their disabilities.

The purpose of the SARC is to coordinate services and accommodations for students with documented disabilities. Our most common activities include: reviewing disability documentation, meeting with students to determine appropriate accommodations, and partnering with other areas on campus to implement these accommodations.

The SARC strives to help students assume responsibility of their own educational experience. We assist students along the way by providing access and opportunity in order for them to reach their full potential.

Services Provided:

- Accommodations
- Advocacy
- Testing
- Note taking assistance
- Captioning & Sign Language interpreters
- Outreach

Key Responsibilities for Interns:

- Psychosocial assessments, interviewing, problem solving, and supportive counseling with students with disabilities, families and/or groups as well as completing the associated paperwork.
- Indirect/direct student contact (face-to-face meetings, email, group meetings)
- Professional or educational meetings/workshops including presentations (focus on WKU, Open House events, professional meetings on/off campus)
- Knowledge of general office policies/procedures
- Project/program implementation/follow up (macro project)
- Attendance and participation at community meetings, staff and board meetings
- Evaluation (i.e. data collection, outcomes development)
- Case Management (resource allocation and referral)
- Advocacy

Application Process:

- Interested candidates should submit a resume, cover letter, and any relevant references
- Contact sarc.connect@wku.edu for questions