

# Field Practicum Job Description

## SAMPLE

**Student Name** Susan Sociability

**Date** September 1996

**Agency Program** Family Services & More

**Position Description:** The Social Work Intern at Family Services & More provides a social work perspective in an interdisciplinary setting, provides screening & initial intakes and provides case management services to a designated case load of mentally ill clients living in the community.

**Responsible To:** The Social Work Intern reports to Sylvia Jones, Case Manager. General oversight & supervision is provided by Doris Smith, Director of Case Management.

### **Responsible For (list of duties):**

- 1) Participates as a member of an interdisciplinary team in assessing clients & determining appropriate treatment interventions
- 2) Conducts initial assessments on new clients
- 3) Provides phone coverage 4 hours a week for crisis hotline
- 4) Writes social assessments on new clients
- 5) Conducts home visits for caseload of MH clients & writes case notes on visits
- 6) Makes appropriate referrals and linkages to ensure clients have needs met
- 7) Attends Community Network Meeting once a month
- 8) Provides transportation to designated clients to doctor's appointments & other destinations as needed

### **Performance Standards (measurement or indicators of acceptable performance):**

- 1) Completes weekly hours & schedule as required for Field Practicum
- 2) Completes written social assessments within 3 days of intake
- 3) Stays current on all case notes on MH client visits
- 4) Meets weekly with Field Instructor for supervision & provides a written activity report of all activities completed in previous week
- 5) Participates in Treatment Team Meeting, providing input on caseload

## **Privacy Policy**

State law requires that you be informed of the following:

- (1) You are entitled to request to be informed about the information about yourself collected by use of this form (with a few exceptions as provided by law);
- (2) You are entitled to receive and review that information; and
- (3) You are entitled to have the information corrected at no charge to you