



Every child deserves a safe home

Athens-Oconee CASA * SafeCare * SPARC

SafeCare Home Visiting BSW Intern Job Description

This Internship provides support to the SafeCare Program and Home Visitors. Duties involve clerical and service support, child development research, creating service plans for families, and direct service to families. This internship requires meticulous attention to detail. Other projects may be related to SafeCare or other Children First programs. Below is a more detailed job description.

1. Clerical Support
 - a. Prepare session plans, documentation, and resources for each SafeCare Home Visit
 - b. Keep accurate, up to date, and organized digital and physical files for all family services
 - c. Use excellent communication skills to provide documentation of services to stakeholders
2. Create Service Plans for Families
 - a. Identify community resources to meet family needs
 - b. Create community resource contact sheets to assist families with access
 - c. Assist in developing adaptive service plans for families with special needs
3. Service Support
 - a. Provide Information & Referral services and Life Skills Sessions to families
 - b. Provide Transportation to families for appointments or to access resources
 - c. Thoroughly and accurately document all client interactions
 - d. Attend DFCS staffings to take notes and obtain new referrals
 - e. Attend court when necessary and accurately document proceedings
 - f. Maintain the SafeCare space for safety and efficiency
 - g. Connect with the community to acquire in-kind donations for families
4. Program Research and Data Evaluation
 - a. Collect and store data from program participants
 - b. Analyze data and outcomes to inform practice and policy
5. Child Development Research
 - a. Stay up to date with current Child Development and Family Home Visiting Research
 - b. Provide SafeCare Home Visitor with brief analysis of relevant research or methods that may be beneficial for services
 - c. Develop ways to incorporate new research or methods into current services
6. Policy / Advocacy
 - a. Work with Children First to advocate locally and at the state level for policies beneficial to children and families in our community
 - b. Stay up to date on Legislative events and efforts that may affect our agency and our cause.
7. Other duties
 - a. Other projects as assigned