

FOSTER YOUTH SERVICES PROGRAM
SCHOOL HEALTH PROGRAMS DEPARTMENT
SAN FRANCISCO UNIFIED SCHOOL DISTRICT

ROLES AND RESPONSIBILITIES OF SOCIAL WORK INTERNS

I. Introduction

Social work interns play an essential role in the San Francisco Foster Youth Services Program of the San Francisco Unified School District (SFUSD). Interns provide direct services that focus on the educational needs of foster and probation youth placed in out of home care. Social work students bring much enthusiasm and creativity which in turn helps foster/probation youth to achieve their educational potential. The main task of the intern is to practice the theories and methods that are taught in graduate level coursework. Interns learn about the unique educational needs of foster/probation youth and the various systems that impact them, including SFUSD, Department of Human Services, Juvenile Probation Department, the Unified Family and Juvenile Court, and the foster/group homes. By understanding these large systems, the social work intern is able to advocate on behalf of their clients.

II. General Roles and Responsibilities of Social Work Interns

Each intern will have tasks that are specific to his/her learning contract, skills, interests, and/or the needs of the program. All interns are responsible for the following responsibilities.

A. Foster Youth Services Responsibilities

1. Assess the educational/life skills needs of assigned clients
2. Contact/meet with care provider, child welfare/probation worker, youth's attorney, school counselor, school nurse, and other adults involved with youth to gather information pertinent to providing social and educational support services.
3. Work cooperatively with the care provider, child welfare worker/probation officer, school counselor, school nurse and other adults involved with youth.
4. Attend and participate in meetings that are in behalf of a client.
5. Advocate for client(s) in the assessment and provision of special education services or other modifications in school placement
6. Inform care provider and child welfare worker/probation worker when there are concerns from the school regarding a child's welfare
7. Involve care provider and child welfare worker/probation officer in school planning for youth
8. Consult with child welfare worker/probation officer regarding the need for a surrogate parent for IEPs or responsible adult for general education students.
9. Coordinate school based services in the event of a crisis

10. Refer client to mentoring/tutoring/ILSP services as needed
11. Review client's progress (and /or lack thereof) and significant events with the field instructor on a regular basis for training purposes.
12. Establish clear goals and objectives and a plan for providing services for each client
13. Participate in staff meetings and meetings relevant to Foster Youth Services.
14. Complete learning assignments developed in learning contract and complete all necessary paperwork in a timely manner.

B. Schedules

Interns will be expected to complete a weekly written schedule. Copies of the weekly schedule are to be entered into the department's weekly schedule book and also submitted to the field work instructor. If an intern needs to call in sick, the field work instructor needs to be notified by 9:00 a.m. Excessive days absent will severely compromise the quality of the learning experience and the relationships formed with clients. Excessive absences may also jeopardize the necessary hours for successful completion of the internship. Interns should provide the field instructor a written memo of when she/he expects to be on vacation and/or take unscheduled days off and include in that memo a statement of when the time off will be made up.

C. Paperwork

Foster Youth Services paperwork includes:

- Records of Contact of each time a student is met with individually, in a group, or when consulting with collateral providers. Multiple contacts regarding the same issue can be logged once and summarized. Intern should log case notes and contacts into the computer on a weekly basis.
- Student History, Intake and Exit Forms are updated by interns/staff and should be logged into the computer by the FYS clerical staff when the information is gathered.
- FYS Employee Information Intern will need to complete this form.
- Client files are maintained by interns/staff and should contain case notes, correspondence, copy of pertinent student records, and other related information.

End of year paperwork:

At the end of the academic year all of the above paperwork should be up to date and filed in the individual clients' case folders or other appropriate files. Interns should also provide:

- A brief termination summary of her/his work with each client he/she worked with.
- Copies of any papers (research or group work) written for university classes that used our clientele as subjects.

D. Administrative Paperwork

1. **Fingerprints** All interns are required to provide fingerprints.
2. **TB Test** All interns are required to complete a TB test.
3. **Mileage** Interns will not be reimbursed for mileage.
4. **Stipends** as of this writing, interns are paid at the end of each academic semester. Under no circumstances are stipends provided before the conclusion of the academic semester. Currently interns will get paid \$1000.00 per semester. Interns will need to provide their social security number and accurate mailing address to receive each stipend.
5. **Conferences** This internship does not provide monies for attendance at conferences.

III. Supervision

Interns can expect to meet with the Field Instructor at least once a week for one hour at a regularly scheduled time and place. Additional time is provided as needed.

IV. Conclusion

It is hoped that this internship proves to be an enjoyable and enriching learning experience for all social work interns. It is the intent of the Foster Youth Services Program/School Health Programs Department to include interns as part of our team and to treat each and everyone with professional courtesy and respect. If an intern should experience any difficulties with anyone on our staff or with collateral providers in the school district or elsewhere, he/she should discuss it promptly with the Field Instructor or with the Field Consultant from his/her graduate program.