

Student Name
In-Agency Field Placement Proposal
SWRK 181/182
2012-2013 Academic Year

Present Job Assignment:

Currently, I am a permanent full time Eligibility Worker at XX task area with Fresno County. I have worked as an Eligibility worker at this current position since (date). I have been a Fresno County employee since XX date. My current work schedule is Monday thru Friday 8AM to 5PM. I have the support of my supervisor _____, Program Manager, _____, Deputy Director, _____ and the Director is _____.

In my current position as an Eligibility Worker, I successfully maintain an ongoing case bank for Medical and Cal Fresh. My current duties include but are not limited to: interview clients to establish continued eligibility in the Medical and Cal Fresh programs; answer questions in person and over the phone that clients may have with their cases; explain program regulations and procedures to clients; prepare letters, forms and case narratives on a daily basis; review each case to insure correct issuance of benefits; verify all financial resources for Clients and maintain professional relationship with clients at all times. I have also successfully completed HIPPA training. My supervisor is (Name) and my Program Manager is (Name).

Prior Employment Experience:

As an Eligibility worker for the TAP unit, I successfully maintained an ongoing case bank with Cal Works for over 2 ½ years. In this position my job duties included but were not limited to: interviewing clients for initial and continued eligibility for cash aide, food stamps and Medical; reviewed and completed all necessary forms for these programs; explained program regulations to clients; verified all real and personal property of clients to insure eligibility of programs; reviewed budgets to insure that correct benefits were issued; and, maintained professional relationship with clients at all times. My supervisors included (Names). My Program Managers included (Names)

Proposed Internship Experience:

The following In-Agency Internship Proposal is for the 2012-13 academic year. The internship will include sixteen (16) hours per week during the Fall and Spring semesters at In Home Supportive Services as a social worker intern for Fresno County Department of Social Services. The IHSS Program will help pay for services provided to client so that they can remain safely in their own home. To be eligible, you must be over 65 years of age, or disabled, or blind. Disabled children are also eligible for IHSS. IHSS is considered an alternative to out-of-home care, such as nursing homes or board and care facilities. The types of services which can be authorized through IHSS are housecleaning, meal preparation, laundry, grocery shopping, personal care services (such as bowel and bladder care, bathing, grooming and paramedical services),

accompaniment to medical appointments, and protective supervision for the mentally impaired.

My current supervisor will make the necessary arrangements and accommodations to ensure that my regular work duties do not interfere with my internship hours. I propose that my caseload be reduced accordingly in order for me to effectively intern as well as meet compliance of my caseloads. I request my internship hours be Tuesday and Thursday 8am to 5pm and my regular work hours be Monday, Wednesday and Friday 8am to 5pm.

The internship follows the Fresno State School calendar and will include a total of 450 hours to be completed over two semesters. The first semester starts August XX, 20XX and will end December XX, 20XX. The second semester begins January XX, 20XX and ends May XX, 20XX. The second semester will also include a spring break from (dates). I plan to attend all Social work classes in the evenings.

I am requesting that during my internship with Fresno County I am able to gain the knowledge and experience which is expected of an entry level Social Worker I. For the internship at In Home Supportive Services, I am proposing that my Field Instructor be (Name), MSW who will provide field instruction, supervision and evaluation while I am in my field placement and who has no authority over my employment. Responsibilities and Proposed learning in the Internship include but are not limited to:

Professional Identity

1. Prepare for weekly supervision by developing agenda/preparatory notes that identify issues related to IHSS program operations, client and/or personal learning needs.
2. Participate in monthly Elder Abuse Multi-Disciplinary Round Table meetings to develop an understanding of elder abuse dynamics and intervention strategies.
3. Participate in monthly Elderly Death Review meetings to develop an understanding of elder abuse dynamics and intervention strategies.
4. Discuss with field instructor the various roles performed as a professional social worker in field education setting and provide examples of when they performed these roles in the context of the field placement.

Professional Values and Ethics

1. I will demonstrate my ability to understand and apply the NASW code of Ethics through my practice with clients and in discussion with my Field Instructor.
2. Review the policies and procedure for providing adult and elderly services and identify three policies to discuss with Field Instructor.

3. Identify areas for personal growth in terms of needs, feelings, and biases as it relates to issues of individual and cultural diversity, including ageism and disabilities and discuss in supervision.

Generalist Social Work practice

1. Study, observe and apply social work techniques and principles to both basic and complex family dynamics including families with different socio-economic status, sexual orientations, ethnic backgrounds, language, age and disabilities.
2. Interview clients applying for IHSS to determine the nature of their problems and issues to develop basic service plans.
3. Visit and interview a provider at three different community agencies with whom the field agency/organization interfaces to learn about the interagency relationship.
4. Learn crisis intervention techniques which can include but are not limited to, dynamics of abuse and neglect involving children, adults, and elderly.
5. Learn Federal, state and local laws, rules and regulations governing the administration of the social service programs to adults and elderly.
6. Learn, use and refer clients to local public and private human services resources, providers and agencies is an overall goal for me.
7. Further develop my skills for working with difficult clients sensitively. While in my internship I will establish and maintain effective working relationships with all organizational levels with the public and maintain necessary paperwork in casework records.

Evaluation of Practice

1. Learn to utilize the existing evaluation tools (i.e. case review documents used for quality reviews) used in the field agency/setting. Discuss with Field Instructor how to use and interpret results of the evaluation tools.
2. Gain insight into the client's experience with IHSS and social services by walking through each program or unit of the agency, from the point of referral to discharge from program services. I will consider the questions, concerns and needs a client may have at each stage of this process and discuss these with Field Instructor within the context of a community/client needs assessment,
3. Briefly talk with two clients to get their impressions regarding the services they received from me and discuss the feedback in Field Supervision.

During my internship, I will demonstrate good work ethics such as being timely, responsible and dependable. I will maintain good work habits such as being organized, on task, and open to different and new learning experiences. I will treat clients and colleagues with dignity and respect. I will demonstrate and practice social work values per the NASW code of ethics on all cliental. Working with a diverse group will allow me to grow as a Social worker and a person.

I am looking forward to working with Fresno County as an Intern student with California State University Fresno.

Read and approved by:

_____	_____
Student Signature	Date

_____	_____
Proposed MSW Field Instructor	Date

_____	_____
Agency Administration	Date

_____	_____
Field Coordinator	Date