

Guidelines for Working with Practicum Students in Family Services

Head Start Performance Standards:

1302.92, 1302.94

Department of Early Learning and Care (DELIC) Certified Child Care Centers:

414-305-0360 Other Staff and Volunteers

Educational institutions sometimes seek placements for their students at Head Start. The purpose of such placement is to provide professional experience for students in social services and Human Services programs. Head Start's purpose in accepting practicum students, in addition to contributing to the student's education, is to utilize their talents and capabilities to enrich Head Start for our families.

Requirements:

- Practicum placement must have prior approval from Family Services.
- Students must complete all necessary volunteer paperwork with HR.

Suggested Job Responsibilities:

- Assist in setting up and cleaning up for meetings.
- Publicize center and community events for parents.
- Research local and national resources in response to parents expressed needs and interests.
- Assist with health screenings at the center.
- Maintain bulletin boards, parent rooms, pamphlet racks, etc.
- Accompany Family Services staff to community board or partner meetings.
- Assist with program recruitment.
- Assist with center safety and sanitation routines.

If the practicum student has the desire and ability to participate more directly with families, the following activities may also be included:

- Accompany Family Services staff on home visits where children will be present. The student will actively engage with the children but will also experience some of the other aspects of home visits. **This activity requires the consent of the family and prior approval by Family Services.**

- Provide training to or co-facilitation of parent group, in area of student interest, i.e. wellness, crafts, exercise, computers. **This activity requires prior review and approval by Family Services.**

Family Services Supervisor or Manager Responsibilities:

- Interview with prospective students for appropriateness.
- Report to student supervisor /tutor as specified by institution.
- Provide ongoing support and supervision to students.
- Establish and review goals.
- Ensure students have completed all required paperwork.
- Review confidentiality policy with the practicum student.
- Review Volunteer Handbook with the Practicum Student.
- Assign practicum placement based on staff availability and agency need and inform HR of student placement.

Family Advocate Responsibilities:

- Review these guidelines thoroughly.
- Set student tasks and schedule in good time; plan ahead for meaningful activities and tasks.
- Communicate regularly with Family Services Supervisor regarding practicum student's performance.
- Review confidentiality policy and agreement.
- Value and respect the student's time.
- Thank the practicum student and acknowledge their contributions.

Site Manager Responsibilities:

- Ensure students get required site orientation and follow visitor sign-in procedures.
- Ensure practicum students are never left alone with children (HSPPS 1302.94, **(DEL 414-305-0360)**).
- Ensure a welcoming environment and complete a center tour/staff introduction
- Provide feedback on practicum student's performance for evaluations when requested.



- Communicate with Family Services if concerns arise regarding attendance or confidentiality.

Family Services Paid Internship Opportunity for Practicum Students

The Family Services Intern supports the mission of Southern Oregon Head Start by actively contributing to family engagement, health promotion, and community partnership efforts. This learning opportunity is designed to provide students with meaningful, hands-on case management experience in a supportive early childhood education environment. The Family Services Intern works under the guidance of our Family Services Department and may support direct family engagement activities based on interest, ability, and academic program requirements. Family Services Paid Interns will be considered a SOHS employee, will receive an agency email and will be subject to all agency and HR standards.

Interested students must meet the following qualification:

- Currently enrolled in Human Services, Family Services, Social Work or other related higher education programs.
- Must have successfully completed 1 term of practicum with Southern Oregon Head Start
- Apply, interview and be selected for the position

For more information on job responsibilities and requirements please see Family Services Intern job description.