

# Title IV-E Stipend Recipient Guide

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2019



## **Alabama Higher Education Consortium On Child Welfare**

In cooperation with the Alabama Department of Human Resources

[socialwork.ua.edu/childwelfare](http://socialwork.ua.edu/childwelfare)

This material is the product of the input from previous IV-E stipend students, supervisors, DHR employees, university administrators and professors from across the state of Alabama, along with many others.

We would like to express our appreciation to those that contributed to this project by graciously providing information, documents, ideas and their time.

Alabama Department of Human Resources

The University of Alabama School of Social Work

The State of Louisiana Department of Children & Family Services

The State of Louisiana Internship Experiences Work Group

The Louisiana Child Welfare Training Academy

University of Denver, Butler Institute for Families Graduate School of Social Work



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# INTRODUCTION

Congratulations on your selection as a Title IV-E Stipend Recipient! You are joining an elite group of up and coming social workers who will have the opportunity through specialized field placement and related university experiences to learn, grow and prepare to become child welfare professionals ready to make a positive difference in the lives of children and families throughout the state of Alabama.

Child welfare is a very challenging and rewarding field of practice. We want to work closely with you to create meaningful experiences that expand your knowledge and skills in child welfare and prepare you for professional social work careers with the Alabama Department of Human Resource (DHR).

We hope having all of the included information at hand, and in one place is helpful to you as you progress through your schooling, IV-E field placement, and career. We are delighted that you have chosen to help us serve the children and families of Alabama. Thank you for joining us!

# STIPEND RECIPIENT HUB

The Stipend Recipient Hub (SR Hub) is a webpage specifically designed for IV-E stipend students. The purpose of the webpage is to provide IV-E stipend students with a comprehensive source of material that will guide them through their IV-E field placement and continue to be a valuable resource as DHR employees.

## LEARNING ACTIVITIES

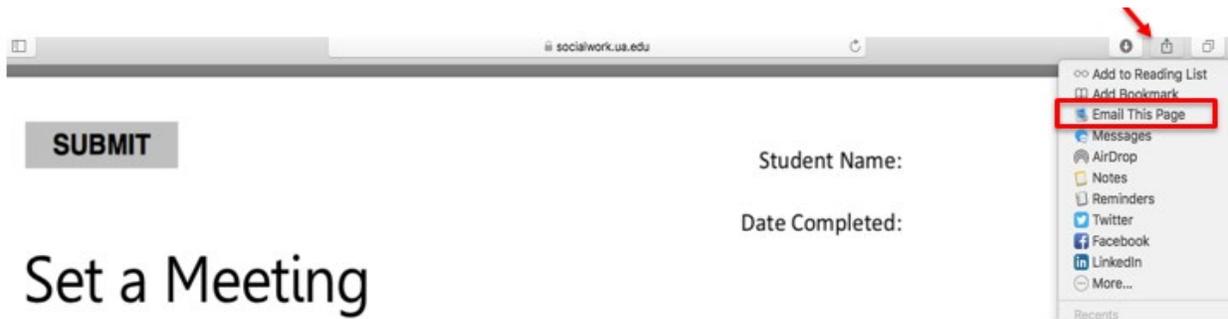
As a stipend recipient, you are responsible for completing and submitting a minimum of one Learning Activity each week of your field placement. The Learning Activities are part of the stipend agreement therefore mandatory. The activities will not be graded; however, they will be checked for completion and genuine effort. The activities are intended to help prepare you for your job duties and it is important that you take the work you do in this section seriously. There are multiple activities to choose from depending on your level of experience in the field of Child Welfare and with DHR. It is highly encouraged that you discuss the activities you elect to complete with your supervisor/field instructor. There is a section provided at the end of each activity for you to summarize any discussions you have with your supervisor/field instructor pertaining to the activity.

The Learning Activities are in pdf format and should be completed online. Acrobat reader is required to view, complete, and submit the learning activity. Be sure to enter your full name and the date of completion in the appropriate fields.

**For PC users:** Once you have completed the activity, click the “Submit” button at the top left hand corner of the page. *(You do not have to save the document prior to clicking the “Submit” button.)* This will open an email addressed to the [TitleIV-E@ua.edu](mailto:TitleIV-E@ua.edu) inbox and auto attach your Learning Activity.

The screenshot shows a webpage interface for a learning activity. At the top left, there is a grey button labeled 'SUBMIT' enclosed in a red rectangular box. To the right of the button are two light blue input fields: 'Student Name:' and 'Date Completed:'. Below these fields, the title 'Set a Meeting' is displayed in a large, dark blue font. At the bottom of the page, there is a numbered list item: '1. For this activity, try to schedule a meeting with your supervisor at a time when he/she is least likely to'.

**For MAC users:** Once you have completed the activity, select the “email this page” option from the drop down box on the right hand side of the menu bar. *(You do not have to save the document prior to clicking the “email the page” option.)* This will open an email addressed to the [TitleIV-E@ua.edu](mailto:TitleIV-E@ua.edu) inbox and auto attach your Learning Activity.



If you are unable to submit your activity using one of the previous methods, save the activity to your computer (file type: PDF), and email the document as an attachment to the [TitleIV-E@ua.edu](mailto:TitleIV-E@ua.edu) inbox.

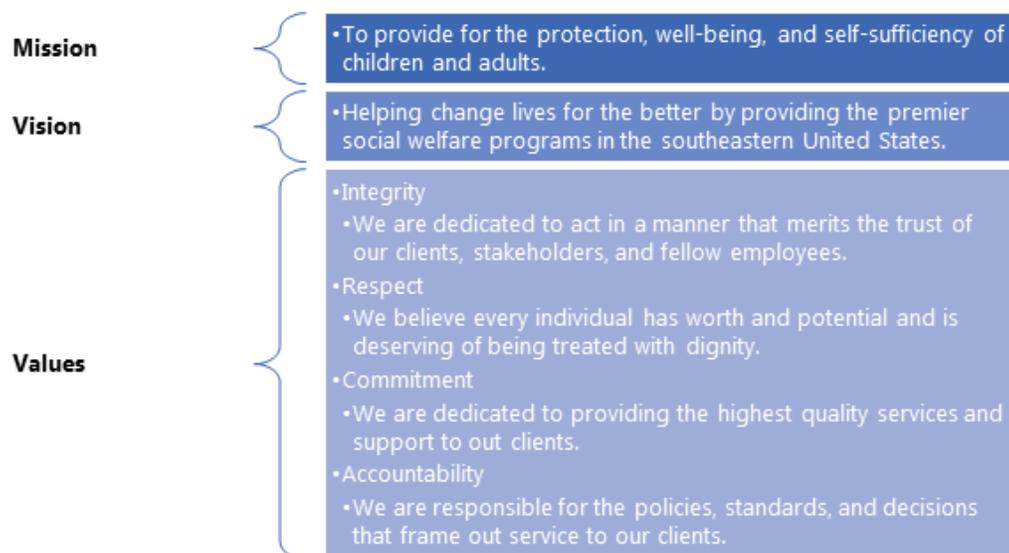
To report any issues with Learning Activity documents or the submission process, please send an email to [TitleIV-E@ua.edu](mailto:TitleIV-E@ua.edu).

## RESOURCES

The documents located in this section have been provided to serve as quick reference guides, but are primarily to assist with completing a number of the Learning Activities. New resource documents will be added periodically, and updates posted as needed.

## AL DHR

The Department of Human Resources was created in 1935 to administer to the assistance programs that were part of the Social Security Act. These programs were developed to help an American public that was suffering through the financial hardships of the Great Depression. The agency's original name was the Department of Public Welfare. In 1955, it was renamed the Department of Pensions and Security. The current name was adopted in 1986. Some programs have changed over the years to meet the changing needs of Alabama. However, the agency's primary goal has always been and always will be to help people in need.



The agency currently has about 4,000 State Merit System employees, most of whom work in the agency's 67 county departments. Although the agency employs a wide variety of professionals, social workers represent the largest category of DHR employees.

For your convenience, this section includes several documents related to the AL DHR, including a state job application along with BSW and MSW job descriptions.

[The Alabama Department of Human Resources](#)

## SELF-CARE

Self-care is an essential skill in the field of social work. It is the act of engaging in activities and practices on a regular basis to reduce stress and maintain short and long-term health and well-being. This section provides multiple assessments designed to increase your awareness around self-care, and the importance it will play in your role as a social worker. The assessments are recommended, but voluntary. New self-care documents will be added periodically, and updates posted as needed.

# SUPPORT ROLES

Students will have multiple levels of support during their field placement and 18-month work obligation. A few of those support roles are detailed below.

## PROFESSIONAL DEVELOPMENT COACH

Students must spend a minimum of 2 hours a month with a professional development coach throughout their field placement and 18-month work obligation. The professional development coach will have extensive experience in the field of public child welfare and be knowledgeable of DHR policies and procedures. Their role is not that of a supervisor, caseworker, or counselor. The coaching support role will include the following:

- Clarify and focus on the students goals and support their professional growth
- Identify personal sources of energy and inspiration to fuel motivation
- Work through barriers that may interfere with work/life satisfaction
- Improve personal and professional communication skills
- Discover or enhance a personal vision and mission

## FIELD INSTRUCTOR

The Field Instructor's primary role is as the teacher and facilitator of student learning. This includes, but is not limited to the following:

- Provides for the student's orientation to the agency's policies and procedures, ethical standards, and safety precautions
- Negotiates and plans student assignments with the Practicum Competencies as identified in each Learning Contract
- Provides educational supervision/field instruction for each student for at least one hour per week
- Serves as an advocate for the student within the agency by facilitating the student's access to productive learning experiences and other learning activities/resources (for example, student participation in activities outside the agency such as professional conferences, relevant library work, or field visits to other programs) during the practicum
- Evaluates the student's performance in the agency with regard to the specified Practicum Competencies formally at mid-term and final, and evaluates samples of the students learning
- Services as the primary educational resource

## FIELD LIAISON

The Field Liaison negotiates learning opportunities and participates in the evaluation of the competencies. This includes, but is not limited to the following:

- Provide educational support to the student and Field Instructor; troubleshooting any administrative or policy issues that may arise between the agency and School
- Evaluate the student's learning outcomes related to the competencies
- Responsible for assigning the academic grade for each field placement according to the specifications of the field placement syllabi.

## TITLE IV-E COORDINATOR

The Title IV-E office at The University of Alabama School of Social Work will serve as a support system for all roles and parties associated with the IV-E Stipend Program, but will specifically handle the following:

- Administer the IV-E Stipend Program
- Monitor student completion and submission of Learning Activities during field placement
- Monitor the coaching component of the IV-E stipend program
- Assist student with completion of AL DHR job application and resume

# ACTION ITEMS

The following is a list of action items and their due dates/periods that will occur during and after your field placement. Since the actual dates will change based on when a student begins their field placement, they have been listed in a universal format.

**WEEKLY DURING FIELD PLACEMENT** = Submit completed Learning Activity via the Stipend Recipient Hub. Must be submitted by 11:59 pm on Saturday of each week of field placement.

**FIRST MONTH OF FIELD PLACEMENT** = DHR Job Application and resume due to Title IV-E Coordinator for review. Send to [TitleIV-e@ua.edu](mailto:TitleIV-e@ua.edu) by the last day of the 1<sup>st</sup> month of your field placement.

**SECOND MONTH OF FIELD PLACEMENT** = Submit DHR Job Application and resume to the State of AL. Instructions for submission are listed on the top of the first page of the job application.

**WITHIN 2 MONTHS OF GRADUATION DATE** = Submit Final Transcript to the Title IV-E Coordinator. Send to [TitleIV-E@ua.edu](mailto:TitleIV-E@ua.edu). Must be an official copy in PDF format.