

Student Workers

(Revised 11/19/21)

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Forms

The following forms are referenced in this file:

- [DHR Form 126](#) Authorization to Drive a Vehicle on County Business
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Background

Student workers are employed to provide assistance to CWS staff or programs. Many of them have completed some undergraduate or graduate school classes, some have participated in a field placement in CWS, and others may have limited knowledge and experience in CWS.

Student workers are different from student interns. Student workers are employed to assist CWS, **not** to carry the responsibility of a SW.

Please see [Student Worker- Undergraduate/Graduate/Tech/High School](#) for full job description.

Availability

To be eligible for employment as a student worker, the student must be enrolled as a full-time student during the entire semester in which they are employed. Students who graduate in the spring may keep their position until school begins in the fall.

Salaries for student workers are not budgeted. To request a student worker, the CWS Manager must submit a justification to CWS Staffing.

Work Schedule

Student workers may not work more than 20 hours a week when school is in session. During breaks from school, students may increase their hours to 40 hours per week.

Tasks

Student workers are primarily hired to work on special projects designed and determined by the hiring region/program. The projects or tasks should be related to their field of study.

Tasks (cont.)

Some examples of tasks are described in the following table:

Task	Examples
Transportation	<ul style="list-style-type: none">• Youth's belongings• Materials for pick-up and delivery <p>NOTE: Prior to driving for County-related business, the student worker must fill out the DHR Form 126, show their valid license and insurance to their direct supervisor who must sign the form, submit the signed copies to DHR, Risk Management at mail stop: O-76. Once confirmation is received, the student worker can then drive for County-related business.</p> <p>NOTE: Student Workers MAY NOT transport CWS clients.</p>
Routine paperwork	<p>Complete:</p> <ul style="list-style-type: none">• Travel requests• Clothing allowances• Change of placement• Clearance forms• Filing• ICPC packets• Checking court orders• Data entry and analysis• Faxing requests for medical or dental exam paperwork
Services and resources	<ul style="list-style-type: none">• Locate resources and provide referrals for clients• Prepare paperwork for in-home service referrals• Follow-up on services used and attendance• Document services provided

This list of tasks is not all-inclusive and may be expanded to meet regional needs. Direct client experiences should be limited and only approved by the CWS Manager to ensure consistency in meeting CDSS regulations and providing appropriate limits on the responsibilities given to a student worker.

Student workers **cannot**:

- Be responsible for doing risk assessments or evaluations.
- Be used to make SW contact compliance visits.
- Supervise visits or transport CWS clients.

Training

Student workers must complete the following trainings, if relevant to their special projects or tasks:

- confidentiality
- driving on county business
- internal investigations
- security of data overview
- documenting information
- mandated reporter
- CORI (Criminal Offender Record Information)
- CWS/CMS
- code of ethics
- other trainings as requested

For assistance in determining if any of these trainings are necessary, as well as assistance in coordinating these trainings, please contact the CWS Intern Coordinator.

Alignment with SET

Student workers support SET [Value 6](#) and the Agency Practice of appreciating teamwork and a multidisciplinary approach to practice.
