

East Tennessee State University
Department of Counseling and
Human Services

**Human Services Field
Experience Manual
(HDAL 4710 and 4720)
(HSRV 5720)**

Human Service Program
Fall/Spring/Summer

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What are Human Services?

Human Services is the term used to describe the professions that contribute psychological and social assistance to people in furthering their growth and development. Generalist in nature, human services integrates human development, psychology, counseling, education, sociology, anthropology, criminology, and health-related fields while directly helping people with their needs and aspirations as well as problems and concerns. This is the primary difference between human services and other fields like psychology, psychiatry, social work, and counseling, which are examples of specialties. These specialty areas often require advanced degrees and a license to practice. On the other hand, because human service professionals are generalists, they can meet the increasing needs and demands of many agencies and organizations.

Human services offer a multi-tiered approach where each level and individual contributes to the welfare of people in need of personal, social, community, national, and global assistance for their overall development and wellness. The human service model now characterizes the helping professions. Human services include a variety of professional positions based on the problems that are presented. Human service professionals lead nonprofits, non-governmental organizations, mental health treatment, child care agencies, child life services, extended school programs, adventure programs, foster care, group homes, disability services, youth activities, eldercare, substance abuse treatment, homeless shelters, food distribution, community health education and support, and the list goes on...

History of Human Services

As the focus of psychologists and social workers shifted to research and clinical supervision, expertise in administration, direct care, family services, residential programming, and community prevention and intervention were needed to provide relevant and comprehensive services. This need coupled with the attainment of other sources of funding, enabled an expansion of job positions for people with degrees and training in the helping professions. Human services initiated a process where its workers attained increasingly improved training and education, first in the technology of human services and next in the application of maintaining and improving human services. Initiated in the early 1970's with the advent of intensive training in human services through community colleges, the expectations of professional development have grown to baccalaureate and graduate programs in the field.

Human Service Employment Forecast

According to the Occupational Outlook Handbook (2014), employment of human service managers is expected to grow much faster than average for all occupations. Job prospects are expected to be excellent, particularly for applicants with relevant postsecondary education. More specifically, the number of human service manager positions is expected to grow by 21% between 2012 and 2022, which is much faster than the average for all occupations. Job opportunities will likely come from job growth as well as the need to replace workers who advance to new positions, retire, or leave the workforce for other reasons. Employment in the private sector is expected to grow as state and local governments continue to contract out services, and employment in the public sector will continue to fluctuate with the level of governmental funding provided. The U.S. Bureau of Labor Statistics places human service employment categories in the top 30 fastest growing jobs for the next decade, and the U.S. Department of Labor describes human services as an occupation to have the fastest growth of the early 21st century (Retrieved from <http://www.bumc.bu.edu/> and <http://www.dol.gov/>).

Job openings in human services have dominated advertising for employment in northeast Tennessee, western North Carolina, and southwest Virginia. For example, openings in human services for the past year have topped the listings in the Mountain Xpress of Asheville, a popular medium for employers. Other regional employers of human service graduates, including Frontier Health, CRC Health Group, and Youth Villages, have continuously advertised positions.

National Organization for Human Services

The National Organization for Human Services (NOHS) forms its nationwide membership from students, educators, and professionals within human services. NOHS supports and oversees regional organizations like the Southern Organization of Human Services, for our area, with each organizing annual conferences. NOHS also convenes a national conference each year, offering opportunities for workshop attendance and professional collaboration in research and service. Additionally, NOHS publishes a peer-reviewed journal and annual conference proceedings as well as a national newsletter. The faculty in the ETSU Human Service Program have been active in the NOHS since the early 2000's by presenting at national and regional conferences, publishing in the newsletter and journal, serving in leadership capacities, and obtaining the Human Services-Board Certified Practitioner credential.

For students, NOHS sponsors a national honor society, Tau Upsilon Alpha, and has a strong awards program with monetary grant opportunities. NOHS also developed a certification program for individuals who meet specified qualifications in human service education. Students can participate in this program after graduation with the goal of becoming a Human Services-Board Certified Practitioner through the Center for Credentialing and Education. Finally, NOHS is an excellent resource for promoting scholarly and association activities.

Human Service Program at East Tennessee State University

The faculty in the ETSU Department of Counseling and Human Services chose to focus their efforts on human services in the early 2000's, as a result of a university program review and years of curriculum development. When considering the employment needs of students, a more distinctive scholarly association was found with human services, which represented a collaboration of applied fields with a unified professional association under the auspices of the NOHS and the Council for Standards in Human Service Education. The Council for Standards in Human Service Education (CSHSE) is the accrediting body for human service educational programs at colleges and universities. The undergraduate ETSU Human Service Program is accredited by the CSHSE and follows their guidelines for best practice.

In 2001, the Human Service Program started the Human Service Student Organization (HSSO), which performs two functions. First, HSSO provides a means for students in the Human Service Program to interact with one another, and, second, to contribute to human services in the community. In the past, the HSSO has organized many helping projects for the local community, including a Valentine's Day event, Halloween party, and several fundraising events.

Field Experiences in the ETSU Human Service Program

The ETSU Human Service Program faculty intend for field experiences to be the capstone of the degree program. Field experiences are designed to provide opportunities for the application of learning from didactic coursework to actual practice while under the supervision of ETSU faculty and supervisors within human service organizations. These experiences are incorporated into the curriculum to support and solidify the preparation of future professionals in human services. The

ETSU Human Service Program instituted this with the inclusion of two undergraduate courses (HDAL 4710: Practicum and HDAL 4720: Internship), and one graduate course (HSRV 5720: Human Service Graduate Internship) focused on field experience. Additionally, field experiences are integrated into several courses that are required by the program (e.g., SRVL 1020: Introduction to Service-Learning, HDAL 2510: Introduction to Human Services, and HDAL 3510: Administration of Human Service Organizations). The overarching goals of fieldwork are to enable students to continually ground their learning in real-life experiences, help them gain valuable skills and knowledge, and obtain professional employment in the future. Students are encouraged to use field experiences as opportunities to learn the operation of human service organizations, determine goodness of fit with any particular setting, make connections for future employment or the advancement of one's career, and, most importantly, to make a genuine contribution to helping others.

Preparation for the Human Service Field Experience

Students should meet with their advisor to begin planning the approximate time of practicum and subsequently internship. The prerequisite courses for both practicum and internship are listed below.

Course Completion Prior to HDAL 4710

- HDAL 2510: Introduction to Human Services

Course Completion Prior to HDAL 4720

- HDAL 4710: Practicum

Course Completion Prior to HSRV 5720

- HSRV 5100: Human Services Systems and Leadership
- HSRV 5150: Human Services Counseling and Case Management
- HSRV 5200: Ethics and Social Justice
- HSRV 5510: Grant and Report Writing

Navigating the Human Service Field Experience

Exploring Possible Sites and Securing a Placement

There are several considerations to make when choosing a site. This decision-making process typically begins with students considering their personal needs and interests. Students are encouraged to consider their preferences for working with specific populations, within specific organizations, and/or for providing specific services as these preferences may provide direction when exploring human service sites. One's schedule may also be a factor to consider. Additionally, students are encouraged to consider sites that may provide a broad range of possibilities or opportunities outside of one's previous experiences. There is a broad range of field experiences to consider.

A list of possible sites through which to accrue field experience hours is provided at the end of this manual. Students are encouraged to review the sites listed and also explore sites not listed but that may be of interest. Most human service organizations have websites through which additional information can be obtained. Speaking with others with knowledge of specific sites might also be helpful.

At times, students wish to accrue their field experience hours within a site where they are currently employed. If students intend to stay at the site and hope to gain promotions or additional responsibilities, then there is a possibility that they could be approved to complete their hours there. The ETSU Human Service Program does expect, however, that a student's contribution would be more than their usual duties. Students can also seek placement at more than one site, however, students have to receive permission from the instructor and complete all required paperwork for each site placement.

Students are expected to contact sites directly to inquire about placement opportunities and should do so as early as possible. Similar to applying for employment, students begin establishing a working relationship with the initial contact. Please understand that no site is under any obligation to the ETSU Human Service Program to provide placements to students. Typically, sites do so when they can provide sufficient learning opportunities and supervision and believe there is a mutual "goodness of fit". Additionally, it can take several weeks or more to be approved for a placement, complete any preliminary training or orientations, and then get on an official schedule.

As you are searching for appropriate human service sites through which to accrue your field experience hours, you may notice a diversity of human service titles, including case manager, program coordinator or developer, community relations director, therapeutic assistant, residential technician, family intervention specialist, patient care coordinator, director of operations, and marketing coordinator, among many others. The diversity of professional titles speaks to the generalist nature of human services. However, you may find that you are looking for a specific human service field experience that directly relates to your professional goals.

Some sites may expect students to send an updated resume, provide a list of professional references, participate in an interview, complete a background check, provide proof of TB testing, complete CPR certification, etc. before they offer placement opportunities. The ETSU Human Service Program defers to the policies and procedures of field sites regarding any special requirements for placement. And, if the site is desired by the student, it will be the student's responsibility to satisfy said requirements and to pay any costs incurred.

Once a possible site placement has been identified, students are required to obtain approval from their course instructor before accruing any hours. When contacting the instructor, students are encouraged to provide sufficient information about the site (i.e., name of the site, location, site supervisor, contact information, and any additional information deemed relevant) as well as a description of the experience they anticipate. The fundamental expectation is that students work in human service settings that further their professional and academic goals. Additionally, students are only able to begin accruing hours for practicum and internship after the semester has officially started (i.e., the first day of classes).

Specific Requirements for Site Placement

As has been stated previously, some sites have specific requirements for placement. The ETSU Human Service Program defers to the policies and procedures of field sites regarding any special requirements for placement. And, if the site is desired by the student, it will be the student's responsibility to satisfy said requirements and to pay any costs incurred.

One of these requirements may be to purchase liability insurance. Some options for obtaining professional student liability insurance are provided below.

- Insurance can be purchased through the Healthcare Providers Service Organization (HPSO). More information can be found on their website at www.hpso.com.
- Insurance can be purchased through Lockton Affinity. More information can be found on their website at <http://professionalliabilityinsurance.info/>.

- Insurance can be purchased through CPH & Associates. More information can be found on their website at <http://www.cphins.com/>.

Another requirement may be CPR, AED, and First Aid training and certification. The Basler Center for Physical Activity on the ETSU Campus provides CPR, AED, and First Aid certification for adults, children, and infants through the American Red Cross at a reduced cost to currently enrolled students. The certification is good for two years and is offered at various points throughout the semester (below is additional information).

- Located at 1244 Jack Vest Drive on the ETSU Campus
- Phone: (423) 439-7980

An additional requirement may be tuberculosis (TB) testing. The Student/University Health Services on the ETSU Campus provide TB testing to students who are established patients. If students are currently enrolled, there is no cost for the office visit required to become an established patient. If they are not currently enrolled (e.g., taking a semester off), there would be an additional charge. If a student's insurance plan covers TB testing, it may be free. If insurance does not cover it, the cost would be \$15.00 (below is more information about Student/University Health Services).

- Open Monday-Friday 8 a.m. to 4:30 p.m. with the exception of University holidays
- Located in Suite 160, Roy S. Nicks Hall
- Phone: (423) 439-4225

The Johnson City Community Health Center will administer a TB test as long as the site has them in stock. If insurance doesn't cover the test, they will use a sliding fee scale with the most being a \$25.00 charge (below is more information about the Johnson City Community Health Center).

- Located at 2151 Century Lane in Johnson City
- Phone: (423) 926-2500

Site Supervisor Qualifications

According to our accreditation standards, students enrolled in HDAL 4710 and 4720 must be supervised on site by someone with a bachelor's degree or higher. Additionally, and, again, according to our accreditation standards, students enrolled in HSRV 5720 must be supervised on site by someone with a master's degree or higher.

Ethical Standards and Guidelines

Students who are enrolled in HDAL 4710 and 4720 and HSRV 5720 will be required to sign an Ethical Guidelines for Students form, which communicates their understanding of and commitment to certain guidelines for ethical, responsible conduct. This is necessary for the benefit and protection of students as well as clients, sites, instructors, supervisors, and the university. Certain basic guidelines are described below, but these are not exhaustive. Students are also expected to familiarize themselves with and adhere to the Ethical Standards for Human Service Professionals adopted by the NOHS in 2015. These standards can be found at <http://www.nationalhumanservices.org/ethical-standards-for-hs-professionals>. If at any time a student has questions about ethics or responsible conduct, they should contact their course instructor and/or site supervisor. At minimum, students agree to adhere to the following principles.

Confidentiality: The identity of clients, or information that would reveal the identity of clients, cannot be revealed without the specific permission of the client (or parent/guardian). The only exceptions to this are cases in which the client may be a danger to themselves or others and in cases of abuse. In such situations, there may be legal requirements that responsible

agencies be informed. There are also certain legal proceedings in which case notes and other records can be ordered to be released by the courts. Students must familiarize themselves with, and adhere to, confidentiality procedures of their placements and the laws of the state. Case material discussed in class must be prepared in such a way that confidentiality is maintained.

Recognition of Qualifications and Limitations: Students must recognize the limitations to their training and abilities and must not exceed these in work with clients. It is incumbent upon students that they recognize when clinical situations are beyond their knowledge or ability. When such situations arise, students will seek assistance from their supervisors and instructor.

Identification as Students: Students will explicitly identify themselves as students to their clients, in reports, and in other professional activities. They will not misrepresent their training, qualifications, or status. Students who will be at a placement for a limited time will inform clients of this limitation at the outset of therapy and will consider it in their work with clients.

Record Keeping: Students will accurately and reliably maintain written and other records as required by their site.

Dual Relationships: Students will refrain from clinical work with persons with whom they are involved in other types of relationships. Such "dual relationships" may inhibit the effectiveness of the student's clinical work and may jeopardize both the client and the trainee.

Prohibition Regarding Sexual Conduct or Harassment: Under no circumstances shall students become involved in sexual or romantic relationships of any sort with clients of their site. Students will also refrain from sexual harassment and will respect the sensitivity of others regarding sexual matters.

Self-Awareness and Monitoring: Students will monitor their own emotional and physical status and will be aware of any conditions that might adversely impact their ability to serve clients or perform adequately at their sites. If such conditions arise, students should inform their site supervisor and instructor.

Ethics Discussion with Supervisor: Each student should discuss the ethical standards of their placement with their site supervisor before performing any clinical work or serving clients.

Professionalism

Human service students are entrusted by their faculty, administrators, supervisors, colleagues, clients, and the community to act professionally and ethically. During academic activities, students act with integrity and ethical consideration of doing one's own work, crediting others for their contributions, documenting hours and evaluations accurately, following standards in their institutional and professional fields, and treating people fairly and with all due respect. During field experiences, students comport themselves honorably and responsibly, being present and on time, communicating effectively with participants and supervisors, respecting the confidentiality and privacy of others, avoiding or reporting abusive behaviors, and following rules and expectations of human service organizations.

Students are expected to collaborate with the site supervisor to determine a schedule that is appropriate for the operation of the site and conducive to the student's schedule. Once this schedule is determined, students are then expected to arrive on time and remain at the site during the hours designated on the schedule. As would be expected through paid employment, students in HDAL 4710 and 4720 as well as HSRV 5720 are expected to participate at the site as a professional employee

and work diligently to create and maintain effective working relationships with the site supervisor, other staff members, and clientele.

Problems reported from site supervisors or observed by course instructors can result in a variety of consequences, including grade deductions, failure of a course, or dismissal from the ETSU Human Service Program, among others. If a student's actions should raise concerns about their ability to adhere to such expectations, the Human Service faculty will meet to discuss the situation and determine what, if any, consequences will ensue. Students have the opportunity to appeal these decisions with the Department Chair and the Dean of Clemmer College as well as other administrative officials at ETSU. More information can be found in the ETSU Undergraduate Catalog under Policies and Procedures at <https://www.etsu.edu/reg/catalog/undergraduate.php>.

Problems with a Site

There are times when students find that they are concerned about their site placement or have identified problems therein. Students are encouraged to, first, speak with their site supervisor about the concern. The problem identified by the student may not be apparent to the site supervisor. Therefore, bringing their attention to the concern and working collaboratively to determine how best to move forward can be a natural first step. If the problem is not resolved or persists, the student is encouraged to contact their course instructor. The course instructor may choose to speak with the site supervisor via phone or email about the problem as well. Depending on the concern and results of discussions with the site supervisor and course instructor, the Director of Field Instruction might also be contacted. There are several ways in which the Director of Field Instruction may respond, depending on the situation.

Course Requirements

After securing a field placement, students will be required to collaborate with their site supervisor to complete an Agency Affiliation Agreement. The Agency Affiliation Agreement provides important information about the placement and outlines the learning objectives students hope to achieve during their time at the site. Students are also required to sign an Ethical Guidelines form. Their signature indicates their willingness to become familiar with the NOHS Ethical Standards and to abide by them throughout the field experience.

Students are required to accrue a minimum of 135 hours while enrolled in HDAL 4710 and 4720. Students enrolled in HSRV 5720 are required to accrue a minimum of 100 hours. Therefore, securing a site placement quickly is important. A student's work schedule and activities will depend on the site and the site's needs. Students are expected to collaborate with their site supervisor to develop a schedule that takes into account the hour requirement of the course. Hours spent on site will be documented on the Field Experience Time Log, which will then be signed by the student and site supervisor when the hours are completed. Students cannot accrue hours outside of the semester; all work must be done during the semester. ***Students will receive an F and need to repeat the course if they are unable to complete the minimum number of hours required, regardless of grades for other assignments.***

At the conclusion of the field experience, students will give their site supervisor the Student Performance Evaluation by Site Supervisor to complete. Before giving the form to the site supervisor, students should include the learning outcomes or goals identified in the Agency Affiliation Agreement (on page 2) in Part A of the form. The field experience documents, after completed and signed, will be submitted to the course instructor through D2L and emailed to the Director of Field Instruction.

There will be additional requirements for each course, which could include participation in D2L discussion boards, papers, presentations, etc. The details of these assignments will be outlined in the course syllabus, which will be provided by the course instructor. Students are required to complete all course assignments by the deadlines indicated in the syllabus. Students are expected to check the course D2L page regularly for any updates or announcements and to check their email regularly as instructors will communicate through the ETSU email system. Final grades for HDAL 4710 and 4720 as well as HSRV 5720 will be determined by the course instructor.

While enrolled in HDAL 4710 and 4720 and HSRV 5720, students are expected to abide by the ETSU Honor Code and Pledge. Both are included below for review.

ETSU Honor Code: East Tennessee State University is committed to developing the intellect and ethical behavior of its students. Students found to be in violation of policies on plagiarism, cheating, and/or fabrication will be held accountable for their actions. Any knowledge of academic misconduct should be reported. Students are expected to act with honesty, integrity, and civility in all matters (adopted February 16, 2012).

ETSU Honor Pledge: By becoming a member of the campus community, students agree to live by the standards of the honor code, and, thereby, pledge the following: "I pledge to act with honesty, integrity, and civility in all matters" (adopted February 16, 2012).

Completing HDAL 4710 and 4720 during the Same Semester

Students in the undergraduate Human Service Program may find themselves completing the requirements for HDAL 4710 and 4720 during the same semester. During this time, students may choose to accrue their hours at the same site or different sites. Regardless, students will be required to accrue 135 hours for **EACH** course, which should result in total of 270 hours by the end of the semester. Students are not allowed to "double-dip" their hours. More specifically, one hour can only be counted for HDAL 4710 **OR** 4720, not both. To ensure accurate recordkeeping, students will be required to submit field experience documentation (i.e., Agency Affiliation Agreement, Ethical Guidelines for Students form, Field Experience Time Log, and Student Performance Evaluation by Agency Supervisor) for both classes, even if the same site is used to accrue hours for both.

Core Competencies for Community-Based Field Experience

Human service professionals assist people with meeting developmental needs across the lifespan. They do this by promoting emotional, cognitive, and behavioral health through assistance with preventative services, serving as an advocate, and providing direct services to clientele in a variety of settings. During the field experience, it is expected that students will begin acquiring knowledge and skills that are applicable to the human service profession while also applying what has been learned in the classrooms within a real-life setting. At the conclusion of the cumulative field experience, the hope is that students will gain competencies necessary to operate successfully in a variety of human service environments. Below is a general listing of areas typically encountered during field experience.

Ethical Considerations

- Confidentiality, privileged communication, privacy, and Health Insurance Portability and Accountability Act (HIPAA)
- Duty to warn and protection from harm
- Informed consent
- Boundary issues

- Involuntary commitment
- Malpractice
- Professional impairment
- Serving diverse populations

Provision of Direct Services

- Using the phone, email, or websites to make initial contact
- Scheduling an initial and follow-up meetings
- Creating files and securely storing and maintaining files
- Conducting intake assessments/interviews/screenings
- Conducting ongoing assessments
- Generating plans of care/service plans
- Documenting the provision of services and progress
- Following-up with client referrals and making referrals as needed or requested
- Engaging in active programming related to the clients served and the organization
- Participating in client programming and the facilitation of wraparound services

Human Service Skills

- Using both verbal and nonverbal skills to communicate with clientele
- Providing individualized education, emotional support, and additional materials to clients
- Collaborating with clients to create goals and objectives
- Assisting clients with achieving the goals outlined in the plan of care/service plan
- Empowering clients to advocate for themselves, when appropriate
- Advocating for clients with other providers
- Demonstrating cultural competence when working with all clients
- Familiarizing self with the policies and procedures related to crisis intervention
- Mobilizing resources, networking, and engaging in actions that instigate social change

Professional Development

- Participating in orientation and ongoing training on-site and through professional associations
- Networking and collaborating with others, both intradisciplinary and interdisciplinary
- Reading and researching various approaches and interventions
- Obtaining certifications and licensure
- Developing a plan for continued engagement in professional employment and career development

During the field experience, human service students will complete tasks related to the core competencies outlined above under the supervision of their site supervisors. Additionally, students enrolled in HDAL 4710 and 4720 and HSRV 5720 strive to also:

- Set realistic goals for the field experience
- Seek information from their site supervisors and others at the site

- Network extensively within and outside of the site and form alliances with other professionals/organizations
- Observe how quality human service professionals handle difficulties and engage in decision-making
- Actively listen to site supervisors and other professionals at the site as well as clientele
- Clearly communicate with site supervisors and other professionals at the site as well as clientele
- Work to build rapport and establish trust with clientele
- Build client and community capabilities
- Abide by the NOHS Ethical Standards and consult with the site supervisor when faced with an ethical dilemma
- Lead when necessary, facilitate when called upon, and follow in service
- Dress appropriately and be punctual, respectful, and professional in conduct and comportment

Field Experience Documentation for HDAL 4710 and 4720

The following documents will be required as you progress through HDAL 4710 and HDAL 4720.

Agency Affiliation Agreement – This form should be completed during an initial meeting with your site supervisor (see pages 17 and 18).

Specific Ethical Guidelines for Students – This form should be signed and submitted at the beginning of the semester (see page 19).

Field Experience Time Log – This form should be completed throughout the semester and then signed by the student and site supervisor when the required hours have been completed or at the end of the semester (see page 20).

Student Performance Evaluation by Agency Supervisor – Students must add the “Learning Goals/Outcomes” to Part A, as identified in the Agency Affiliation Agreement, before giving the form to their site supervisor for completion (see pages 21 and 22).

Agency Affiliation Agreement
Human Service Program
East Tennessee State University

Directions: The student and site supervisor should collaborate to complete the Agency Affiliation Agreement. The completed, signed form should be emailed by the student to the Director of Field Instruction, Dr. Cassandra Pusateri, at pusateri@etsu.edu and submitted to the practicum/internship course D2L Dropbox. Students need to keep a copy of this form for their records.

Semester: _____ Human Service Course (check): _____ HDAL 4710 _____ HDAL 4720

Student Information

Student's Name: _____

Student's Phone Number: _____ Student's Email: _____

Student's Local Mailing Address: _____

Emergency Contact Person: _____ Emergency Contact's Phone Number: _____

Medical Conditions or Relevant Information: _____

ETSU Faculty Information

Name of Faculty: _____

Phone Number: _____ Email: _____

Site Information

Name of Site: _____ Website: _____

Address of Site: _____

Description of the Site (i.e., professional activities, services provided, clients served, etc.): _____

Site Supervisor Information

Name of Site Supervisor: _____ Title: _____

Supervisor's Phone Number: _____ Supervisor's Email: _____

*Highest Academic Degree of Site Supervisor (indicate specialty areas): _____

**NOTE: According to our accreditation standards, students in the ETSU Human Service Undergraduate Program must be supervised by someone with a bachelor's degree or higher.*

Description of Field Experience

Start Date of Field Experience: _____ End Date of Field Experience: _____

*Weekly Schedule (specify days and times): _____

Description of Student Role and Responsibilities: _____

Description of Additional Opportunities (i.e., on-site training): _____

*The student must work a minimum of 135 hours during the length of the course.

Individual Learning Outcomes for Field Experience: Please list the major learning goals or outcomes to be achieved through this field experience. Beneath each learning goal or outcome, identify which activity or task the student will participate in to achieve the learning goal or outcome. At the conclusion of the field experience, the site supervisor will be asked to complete a written evaluation of the student's performance in relation to these goals or outcomes.

Learning Goal/Outcome #1: _____

Primary Activity/Task #1: _____

Learning Goal/Outcome #2: _____

Primary Activity/Task #2: _____

Learning Goal/Outcome #3: _____

Primary Activity/Task #3: _____

Learning Goal/Outcome #4: _____

Primary Activity/Task #4: _____

This agreement is accepted by the parties listed below with the expectation that its conditions will be met. In the event that those expectations are not met, the concerned party agrees to initiate communication to identify and discuss the difficulty and to explore how barriers can be removed.

*Printed Name of Student: _____ Signature of Student: _____

*Printed Name of Supervisor: _____ Signature of Supervisor: _____

**NOTE: The ETSU Human Service Program does not require students to complete a background check prior to being placed at a site. Therefore, we defer to the policies and procedures of community sites regarding background checks and other special requirements for placement.*

Please contact the ETSU faculty supervisor listed above or Dr. Cassandra Pusateri, Director of Field Instruction, with any concerns or questions. Dr. Pusateri can be reached at (423) 439-7071 or pusateri@etsu.edu.

Ethical Guidelines for Students
Human Service Program
East Tennessee State University

Semester: _____ Human Service Course (check): _____ HDAL 4710 _____ HDAL 4720

Student's Name: _____

Directions: Please read the information below and sign. The signed form should be emailed to the Director of Field Instruction, Dr. Cassandra Pusateri, at pusateri@etsu.edu and submitted to the practicum/internship course D2L Dropbox. Students are strongly encouraged to keep a copy of this form for their records.

Those taking part in practicum/internship courses are expected to adhere to certain guidelines for ethical, responsible conduct. This is necessary for the benefit and protection of the students themselves, as well as for the clients, sites, instructors, supervisors, and the university. Certain basic guidelines are described below, but these are not exhaustive. Students are also expected to learn and adhere to the **2015 National Organization for Human Services (NOHS) Ethical Standards for Human Services Professionals** as well as the guidelines specific to their site. If, at any time, students have questions about ethics or responsible conduct, they should contact their instructor and/or the site supervisor. At a minimum, students agree to adhere to the following principles.

Confidentiality: The identity of clients, or information that would reveal the identity of clients, cannot be revealed without the specific permission of the client (or parent/guardian). The only exceptions to this are cases in which the client may be a danger to themselves or others and in cases of abuse. In such situations, there may be legal requirements that responsible agencies be informed. There are also certain legal proceedings in which case notes and other records can be ordered to be released by the courts. Students must familiarize themselves with, and adhere to, confidentiality procedures of their placements and the laws of the state. Case material discussed in class must be prepared in such a way that confidentiality is maintained.

Recognition of Qualifications and Limitations: Students must recognize the limitations to their training and abilities and must not exceed these in work with clients. It is incumbent upon students that they recognize when clinical situations are beyond their knowledge or ability. When such situations arise, students will seek assistance from their supervisors and instructor.

Identification as Students: Students will explicitly identify themselves as students to their clients, in reports, and in other professional activities. They will not misrepresent their training, qualifications, or status. Students who will be at a placement for a limited time will inform clients of this limitation at the outset of therapy and will consider it in their work with clients.

Record Keeping: Students will accurately and reliably maintain written and other records as required by their site.

Dual Relationships: Students will refrain from clinical work with persons with whom they are involved in other types of relationships. Such "dual relationships" may inhibit the effectiveness of the student's clinical work and may jeopardize both the client and the trainee.

Prohibition Regarding Sexual Conduct or Harassment: Under no circumstances shall students become involved in sexual or romantic relationships of any sort with clients of their site. Students will also refrain from sexual harassment and will respect the sensitivity of others regarding sexual matters.

Self-Awareness and Monitoring: Students will monitor their own emotional and physical status and will be aware of any conditions that might adversely impact their ability to serve clients or perform adequately at their sites. If such conditions arise, students should inform their site supervisor and instructor.

Ethics Discussion with Supervisor: Each student should discuss the ethical standards of their placement with their site supervisor before performing any clinical work or serving clients.

By signing below the student agrees to adhere to the guidelines listed above as well as those of the professional discipline and the specific site.

Signature of Student: _____ Date: _____

Student Performance Evaluation by Agency Supervisor
 Human Service Program
 East Tennessee State University

Directions: The Student Performance Evaluation should be completed by the site supervisor. The student is expected to list the learning goals or outcomes, as identified in the Agency Affiliation Agreement, in Part A of the grid below. The site supervisor is then asked to rate the degree to which each learning goal or outcome was met, and the degree to which the student demonstrated the personal and professional qualities listed in Part B using the rating scale provided. The site supervisor should email the completed, signed form to the student and the Director of Field Instruction, Dr. Cassandra Pusateri, at pusateri@etsu.edu. Students will then submit the completed form to the practicum/internship course D2L Dropbox. Students are also encouraged to keep a copy for their records.

Semester: _____ Human Service Course (check): _____ HDAL 4710 _____ HDAL 4720

Student's Name: _____

Name of Site: _____

Name of Site Supervisor: _____

Part A: Learning Outcomes or Goals

Learning Outcome or Goal (as stated on the Agency Affiliation Agreement)	4 Exceptional	3 More than Expected	2 Fully Achieved	1 Partially Achieved	0 Did Not Achieve

Part B: Personal and Professional Qualities

The student at my site...	4 Exceptional	3 Exceeds Expectations	2 Meets Expectations	1 Improvement Needed	0 Unsatisfactory
Displayed initiative in starting and completing tasks.					
Was consistently punctual and dependable.					
Used the time scheduled at the site efficiently.					
Was appropriately dressed and groomed for the setting and role.					
Interacted appropriately with clientele.					
Expressed thoughts and ideas in a clear and professional manner.					
Reacted appropriately, both personally and emotionally, to a variety of situations.					
Accepted constructive criticism in a gracious manner.					
Worked easily and effectively with others.					
Valued the richness that can extend from diversity and treating ALL persons as worthy and deserving.					

You are welcome to provide any additional comments or feedback in the space below.

Attention Site Supervisor: As stated in the instructions, we ask that you email a copy of the completed, signed evaluation to the student. If you are uncomfortable sharing the results of this evaluation with the student, please contact the course instructor to discuss next steps.

Signature of Supervisor: _____ Date: _____

We deeply appreciate your willingness to work with our students and to help prepare them to become quality professionals in service of others. Thank you!

Field Experience Documentation for HSRV 5720

The following documents will be required as you progress through HSRV 5720.

Agency Affiliation Agreement – This form should be completed during an initial meeting with your site supervisor (see pages 24 and 25).

Specific Ethical Guidelines for Students – This form should be signed and submitted at the beginning of the semester (see page 26).

Field Experience Time Log – This form should be completed throughout the semester and then signed by the student and site supervisor when the required hours have been completed or at the end of the semester (see page 27).

Student Performance Evaluation by Agency Supervisor – Students must add the “Learning Goals/Outcomes” to Part A, as identified in the Agency Affiliation Agreement, before giving the form to their site supervisor for completion (see pages 28 and 29).

Agency Affiliation Agreement
Human Service Master of Science Degree Program
HSRV 5720 Human Service Internship
East Tennessee State University

Directions: The student and site supervisor should collaborate to complete the Agency Affiliation Agreement. The completed, signed form should be emailed by the student to the Director of Field Instruction, Dr. Cassandra Pusateri, at pusateri@etsu.edu and submitted to the practicum/internship course D2L Dropbox. Students need to keep a copy of this form for their records.

Semester: _____

Student Information

Student's Name: _____

Student's Phone Number: _____ Student's Email: _____

Student's Local Mailing Address: _____

Emergency Contact Person: _____ Emergency Contact's Phone Number: _____

Medical Conditions or Relevant Information: _____

ETSU Faculty Information

Name of Faculty: _____

Phone Number: _____ Email: _____

Site Information

Name of Site: _____ Website: _____

Address of Site: _____

Description of the Site (i.e., professional activities, services provided, clients served, etc.): _____

Site Supervisor Information

Name of Site Supervisor: _____ Title: _____

Supervisor's Phone Number: _____ Supervisor's Email: _____

*Highest Academic Degree of Site Supervisor (indicate specialty areas): _____

**NOTE: According to our accreditation standards, students in the ETSU Human Service Graduate Program must be supervised by someone with a master's degree or higher.*

Description of Field Experience

Start Date of Field Experience: _____ End Date of Field Experience: _____

*Weekly Schedule (specify days and times): _____

Description of Student Role and Responsibilities: _____

Description of Additional Opportunities (i.e., on-site training): _____

*The student must work a minimum of 100 hours during the length of the course.

Individual Learning Outcomes for Field Experience: Please list the major learning goals or outcomes to be achieved through this field experience. Beneath each learning goal or outcome, identify which activity or task the student will participate to achieve the learning goal or outcome. At the conclusion of the field experience, the site supervisor will be asked to complete a written evaluation of the student's performance in relation to these goals or outcomes.

Learning Goal/Outcome #1: _____

Primary Activity/Task #1: _____

Learning Goal/Outcome #2: _____

Primary Activity/Task #2: _____

Learning Goal/Outcome #3: _____

Primary Activity/Task #3: _____

Learning Goal/Outcome #4: _____

Primary Activity/Task #4: _____

This agreement is accepted by the parties listed below with the expectation that its conditions will be met. In the event that those expectations are not met, the concerned party agrees to initiate communication to identify and discuss the difficulty and to explore how barriers can be removed.

*Printed Name of Student: _____ Signature of Student: _____

*Printed Name of Supervisor: _____ Signature of Supervisor: _____

**NOTE: The ETSU Human Service Program does not require students to complete a background check prior to being placed at a site. Therefore, we defer to the policies and procedures of community sites regarding background checks and other special requirements for placement.*

Please contact the ETSU faculty supervisor listed above or Dr. Cassandra Pusateri, Director of Field Instruction, with any concerns or questions. Dr. Pusateri can be reached at (423) 439-7071 or pusateri@etsu.edu.

Ethical Guidelines for Students
Human Service Master of Science Degree Program
East Tennessee State University

Semester: _____

Student's Name: _____

Directions: Please read the information below and sign. The signed form should be emailed to the Director of Field Instruction, Dr. Cassandra Pusateri, at pusateri@etsu.edu and submitted to the practicum/internship course D2L Dropbox. Students are strongly encouraged to keep a copy of this form for their records.

Those taking part in practicum/internship courses are expected to adhere to certain guidelines for ethical, responsible conduct. This is necessary for the benefit and protection of the students themselves, as well as for the clients, sites, instructors, supervisors, and the university. Certain basic guidelines are described below, but these are not exhaustive. Students are also expected to learn and adhere to the **2015 National Organization for Human Services (NOHS) Ethical Standards for Human Services Professionals** as well as the guidelines specific to their site. If, at any time, students have questions about ethics or responsible conduct, they should contact their instructor and/or the site supervisor. At a minimum, students agree to adhere to the following principles.

Confidentiality: The identity of clients, or information that would reveal the identity of clients, cannot be revealed without the specific permission of the client (or parent/guardian). The only exceptions to this are cases in which the client may be a danger to themselves or others and in cases of abuse. In such situations, there may be legal requirements that responsible agencies be informed. There are also certain legal proceedings in which case notes and other records can be ordered to be released by the courts. Students must familiarize themselves with, and adhere to, confidentiality procedures of their placements and the laws of the state. Case material discussed in class must be prepared in such a way that confidentiality is maintained.

Recognition of Qualifications and Limitations: Students must recognize the limitations to their training and abilities and must not exceed these in work with clients. It is incumbent upon students that they recognize when clinical situations are beyond their knowledge or ability. When such situations arise, students will seek assistance from their supervisors and instructor.

Identification as Students: Students will explicitly identify themselves as students to their clients, in reports, and in other professional activities. They will not misrepresent their training, qualifications, or status. Students who will be at a placement for a limited time will inform clients of this limitation at the outset of therapy and will consider it in their work with clients.

Record Keeping: Students will accurately and reliably maintain written and other records as required by their site.

Dual Relationships: Students will refrain from clinical work with persons with whom they are involved in other types of relationships. Such "dual relationships" may inhibit the effectiveness of the student's clinical work and may jeopardize both the client and the trainee.

Prohibition Regarding Sexual Conduct or Harassment: Under no circumstances shall students become involved in sexual or romantic relationships of any sort with clients of their site. Students will also refrain from sexual harassment and will respect the sensitivity of others regarding sexual matters.

Self-Awareness and Monitoring: Students will monitor their own emotional and physical status and will be aware of any conditions that might adversely impact their ability to serve clients or perform adequately at their sites. If such conditions arise, students should inform their site supervisor and instructor.

Ethics Discussion with Supervisor: Each student should discuss the ethical standards of their placement with their site supervisor before performing any clinical work or serving clients.

By signing below the student agrees to adhere to the guidelines listed above as well as those of the professional discipline and the specific site.

Signature of Student: _____

Date: _____

Student Performance Evaluation by Site Supervisor
 Human Service Master of Science Degree Program
 East Tennessee State University

Directions: The Student Performance Evaluation should be completed by the site supervisor. The student is expected to list the learning goals or outcomes, as identified in the Agency Affiliation Agreement, in Part A of the grid below. The site supervisor is then asked to rate the degree to which each learning goal or outcome was met, and the degree to which the student demonstrated the personal and professional qualities listed in Part B using the rating scale provided. The site supervisor should email the completed, signed form to the student and the Director of Field Instruction, Dr. Cassandra Pusateri, at pusateri@etsu.edu. Students will then submit the completed form to the practicum/internship course D2L Dropbox. Students are also encouraged to keep a copy for their records.

Semester: _____

Student's Name: _____

Name of Site: _____

Name of Site Supervisor: _____

Part A: Learning Outcomes or Goals

Learning Outcome or Goal (as stated on the Agency Affiliation Agreement)	4 Exceptional	3 More than Expected	2 Fully Achieved	1 Partially Achieved	0 Did Not Achieve

Part B: Personal and Professional Qualities

The student at my site...	4 Exceptional	3 Exceeds Expectations	2 Meets Expectations	1 Improvement Needed	0 Unsatisfactory
Displayed initiative in starting and completing tasks.					
Was consistently punctual and dependable.					
Used the time scheduled at the site efficiently.					
Was appropriately dressed and groomed for the setting and role.					
Interacted appropriately with clientele.					
Expressed thoughts and ideas in a clear and professional manner.					
Reacted appropriately, both personally and emotionally, to a variety of situations.					
Accepted constructive criticism in a gracious manner.					
Worked easily and effectively with others.					
Valued the richness that can extend from diversity and treating ALL persons as worthy and deserving.					

You are welcome to provide any additional comments or feedback in the space below.

Attention Site Supervisor: As stated in the instructions, we ask that you email a copy of the completed, signed evaluation to the student. If you are uncomfortable sharing the results of this evaluation with the student, please contact the course instructor to discuss next steps.

Signature of Supervisor: _____ Date: _____

We deeply appreciate your willingness to work with our students and to help prepare them to become quality professionals in service of others. Thank you!

Site Resource Directory for HDAL 4710 and 4720 and HSRV 5720

The pages that follow include a listing of possible sites. As you are considering various placements, consider appropriateness with relation to your professional goals and interests. Additionally, please ensure that the sites in which you are interested have someone with the qualifications required to serve as your site supervisor of record (i.e., at least a bachelor's degree for those enrolled in HDAL 4710 and 4720 and at least a master's degree for those enrolled in HSRV 5720). We can make no guarantees that someone meeting these qualifications is available at each site listed. Once a possible site has been identified, you are required to obtain approval from your course instructor BEFORE accruing hours.

At some point in the semester, a site visit will be conducted by either the Director of Field instruction or the Field instruction Graduate Assistant. This is a requirement each semester as the program is accredited by the Council for Standards in Human Service Education. This is a way to foster effective communication between the department and the site and to offer support to the supervisor and to you, the student.

Abuse Alternatives

Address: 104 Memorial Drive, Bristol, TN 37620

Website: <http://www.abusealternativesinc.org/>

Description: Abuse Alternatives is a nonprofit organization that provides quality services to the community so that all people might have a life free of domestic violence. Abuse Alternatives serves individuals regardless of race, gender, ethnicity, national origin, age, disability, religion, sexual orientation, and gender identity or expression.

Special Requirements for Placement: Students are required to complete a background check, provide a Department of Motor Vehicles (DMV) report with a valid driver's license, and give two professional references. Please inquire about additional requirements for placement during the initial contact.

Contact Information: Donna Mix, Executive Director, at (423) 652-9093 or mainoffice@abusealt.org

Access ETSU

Description: Access ETSU is an inclusive college education program for individuals with disabilities. Human service students placed at Access ETSU would be assigned as peer partners to participants and would facilitate their participation in a variety of activities, including attending classes, accessing campus services/resources/clubs, and completing an internship. The participants of Access ETSU will have access to the typical college experience through participation in the program.

Special Requirements for Placement: Students are required to send Dr. Chambers an updated resume and to participate in an interview prior to placement. Please inquire about additional requirements for placement during the initial contact.

Contact Information: Dr. Cynthia Chambers at poparts@etsu.edu (preferred) or (423) 439-7586

American Cancer Society of Northeast Tennessee

Website: <https://www.facebook.com/ACSNortheastTN/>

Description: The American Cancer Society of Northeast Tennessee promotes the early detection and prevention of cancer. They also support those with a cancer diagnosis by investing in groundbreaking research, rallying lawmakers to pass laws to fight cancer, and encouraging others to join the cause.

Special Requirements for Placement: Please inquire about special requirements for placement during the initial contact.

Contact Information: Call 1-800-227-2345

American Red Cross of Northeast Tennessee

Address: 660 Eastern Star Road, Kingsport, TN 37663

Website: <http://www.redcross.org/local/tennessee/local-chapters/northeast>

Description: The American Red Cross of Northeast Tennessee serves Carter, Claiborne, Cocke, Grainger, Greene, Hamblen, Hancock, Hawkins, Jefferson, Johnson, Sullivan, Unicoi, and Washington counties by providing blood services, disaster preparedness/response/recovery, services to the armed forces, health and safety education, and international services.

Special Requirements for Placement: Students are required to complete a background check. Please inquire about additional requirements for placement during the initial contact.

Contact Information: Angela Morris, Volunteer Specialist, at Angela.Morris@redcross.org or (423) 765-4218. Students can also learn more about volunteer opportunities and apply to be a volunteer by clicking the "Volunteer" tab to the right side of the screen.

American Red Cross of the Virginia Region

Address: Multiple Locations throughout Virginia

Website: <http://www.redcross.org/local/virginia>

Description: The American Red Cross of the Virginia Region serves the Blue Ridge, Capital, Coastal, Mountain Empire, Rappahannock, Roanoke and New River Valleys, and Shenandoah areas of Virginia by providing disaster relief, emergency services, international communication services, and health and safety courses.

Special Requirements for Placement: Students are required to complete a background check. Please inquire about additional requirements for placement during the initial contact.

Contact Information: Students should apply for a placement through the website by clicking on the "Volunteer" tab on the right side of the screen. There is a link to a General Adult Volunteer Application at the bottom of the page.

Appalachian Community Action and Development Agency, Inc. (AppCAA)

Address: Multiple Locations throughout Southwest Virginia

Website: <https://appcaa.org/>

Description: AppCAA offers over 20 programs focused on the areas of business and economic development, children's programs, housing and community solutions, volunteer programs, and emergency services. Each program fits into a web of services made to help individuals and families at every stage of life, from locating the best child care center and promoting early childhood literacy to assisting neighbors so that they can age gracefully in place. AppCAA serves Lee, Scott, and Wise counties as well as the city of Norton. In addition, Child Care Connect serves the counties of Dickenson, Buchanan, Russell, Washington, Tazewell, Smyth, Bland, Grayson, Wythe, and the cities of Bristol and Galax. AppCAA also provides weatherization and indoor plumbing and rehabilitation services in Dickenson County.

Special Requirements for Placement: Please inquire about special requirements for placement during the initial contact.

Contact Information: Sherry Tabor, Program Manager, (276) 346-0054 or stabor@appcaa.org. Students can apply for a placement through the website by clicking the "Get Involved" tab and "Volunteer Application".

Assistance and Resource Ministries (ARM)

Address: 714 West C Street, Elizabethton, TN 37643

Website: <http://www.armfoodpantry.com/>

Description: ARM offers assistance with food, clothing, electricity, water, and rent payment.

Special Requirements for Placement: Please inquire about special requirements for placement during the initial contact. Students who have been convicted of a felony may not be considered for a placement.

Contact Information: Robbie Fritts, Executive Director, at (423) 542-0919 or armfoodpantry@yahoo.com

Ballad Health

Address: Multiple Locations throughout Northeast Tennessee and Southwest Virginia

Website: <https://www.balladhealth.org/>

Description: Students placed within the Ballad Health system may be provided opportunities to gain exposure to a wide variety of services within diverse medical settings. Previous human service students have secured placements within the physical, occupational, and speech therapy and social work departments, however, there may be other opportunities, depending on the location. These locations include Bristol Regional Medical Center, Dickenson Community Hospital, Franklin Woods Community Hospital, Hancock County Hospital, Hawkins County Memorial Hospital, Holston Valley Medical Center, Indian Path Medical Center, Johnson City Medical Center, Johnson County Community Hospital, Johnston Memorial Hospital, Laughlin Memorial Hospital, Lonesome Pine Hospital, Mountain View Regional Medical Center, Niswonger Children's Hospital, Norton Community Hospital, Russell County Medical Center, Smyth County Community Hospital, Sycamore Shoals Hospital, Takoma Regional Hospital, Unicoi County Memorial Hospital, and Woodridge Hospital.

Special Requirements for Placement: There are several requirements for placement within the Ballad Health system. Students who are interested should first contact Katie Jackson Janne (see contact information below) and discuss the requirements needed for placement. Once the process has started, students are required to complete the Verification of Requirements for Ballad Health Field Placement form (see p. 33) and submit the completed form and all required documentation to their course instructor. The information therein will be used to assist the course instructor with completing the Affiliation Agreement Checklist later in the process. The submission of an incomplete form or lack of required documentation may result in a delayed field placement as the course instructor will be unable to complete the Affiliation Agreement Checklist, which is required by Ballad Health.

Contact Information: Katie Jackson Janne, Organizational Development and System Educator/Coordinator, at (423) 431-6629 or katie.jackson@balladhealth.org

Verification of Requirements for Ballad Health Field Placement

Directions: Students seeking a field placement at any location within the Ballad Health system are required to complete this form and submit it to their course instructor. The information herein will be used to assist the course instructor with completing the Affiliation Agreement Checklist required as part of the Ballad Health field placement process. Before submitting the form, please ensure that ALL domains are completed and ALL required documentation is submitted along with the form.

1. **Full Name (First, Middle, and Last):** _____

2. **Please select the site within Ballad Health where you are hoping to secure a placement.**

- | | | | |
|--|---|---|---|
| <input type="checkbox"/> Bristol Regional Medical Center
<input type="checkbox"/> Hawkins County Memorial Hospital
<input type="checkbox"/> Johnson County Community Hospital
<input type="checkbox"/> Mountain View Regional Medical Center
<input type="checkbox"/> Smyth County Community Hospital
<input type="checkbox"/> Woodridge Hospital | <input type="checkbox"/> Dickenson Community Hospital
<input type="checkbox"/> Holston Valley Medical Center
<input type="checkbox"/> Johnston Memorial Hospital
<input type="checkbox"/> Niswonger Children's Hospital
<input type="checkbox"/> Sycamore Shoals Hospital | <input type="checkbox"/> Franklin Woods Community Hospital
<input type="checkbox"/> Indian Path Medical Center
<input type="checkbox"/> Laughlin Memorial Hospital
<input type="checkbox"/> Norton Community Hospital
<input type="checkbox"/> Takoma Regional Hospital | <input type="checkbox"/> Hancock County Hospital
<input type="checkbox"/> Johnson City Medical Center
<input type="checkbox"/> Lonesome Pine Hospital
<input type="checkbox"/> Russell County Medical Center
<input type="checkbox"/> Unicoi County Memorial Hospital |
|--|---|---|---|

3. **Please indicate the department within which you would like to complete your field experience. Or, describe the experience you are hoping to gain. Please be as specific as possible.**

4. Ballad Health may require you to purchase liability insurance in the amount of \$1,000,000 individual, \$3,000,000 annual aggregate. The payment for such an insurance policy will be your responsibility. And, if required, you will be asked to provide a current certificate of the liability insurance policy to Ballad Health. **Please initial next in the space provided to indicate your understanding that you may be required to purchase liability insurance as a condition of placement within the Ballad Health System.** _____ (please initial here)

5. Ballad Health requires verification of the following by your course instructor. Please ensure that you attach all related documentation to this form. If you do not submit this documentation, your course instructor will be unable to complete the Affiliation Agreement Checklist, which will delay your field placement. Please initial next to each requirement to indicate your submission of the related documentation.

_____ Ballad Health requires your course instructor to verify your completion of an online orientation provided by Ballad Health. **Please provide your certificate of completion to your course instructor.**

_____ Ballad Health requires your course instructor to verify that you have had two (2) MMR vaccines after your first birthday OR proof of immunity by Titers. **Please provide proof of MMR vaccination or immunity to your course instructor.**

_____ Ballad Health requires your course instructor to verify that you have had a negative Mantoux Tuberculin Skin Test within the previous 12 months. **Please provide proof of the negative TB skin test to your course instructor.**

_____ Ballad Health requires your course instructor to verify that you have received a flu vaccination in the previous 12 months. **Please provide proof of your flu vaccination to your course instructor.**

By signing below, I am providing my course instructor permission to verify the information above and include all required information in the Affiliation Agreement Checklist required by Ballad Health.

Signature: _____

Date: _____

Bethany Christian Services

Address: 100 Dyer Street, Johnson City, TN 37601

Website: <https://www.bethany.org/>

Description: Bethany Christian Services is a faith-based organization that provides sponsorship, foster care, family support, and adoption services with the mission of bringing and keeping families together.

Special Requirements for Placement: Please inquire about special requirements for placement during the initial contact.

Contact Information: Kim James, Site Coordinator, at kjames@bethany.org or (423) 723-5932

Big Brothers Big Sisters of East Tennessee

Address: 301 Louis Street, Suite #302, Kingsport, TN 37660

Website: <http://www.tennesseebig.org/>

Description: The mission of Big Brothers Big Sisters of East Tennessee is to provide children facing adversity with strong and enduring, professionally supported, one-on-one relationships that change their lives for the better, forever.

Special Requirements for Placement: Students are required to complete a background check and submit an updated resume to Kathy Lowdermilk. Students placed at this site are expected to have excellent oral and written communication skills reflecting solid customer service, both in-person and over the phone. They are also expected to relate well to all people and use diplomacy and tact. Please inquire about additional requirements for placement during the initial contact.

Contact Information: Kathy Lowdermilk, Tri-Cities Regional Director, at (423) 247-3240 extension 2 or klowdermilk@tennesseebig.org. Students can also apply to be a volunteer by clicking the "Volunteer" tab on the website and then clicking "Get Started".

Boys and Girls Club of Elizabethton/Carter County

Address: 104 Hudson Drive, Elizabethton, TN 37643

Website: <http://www.bgcecc.org/>

Description: The mission of the Boys and Girls Club of Elizabethton/Carter County is to enable all young people, especially those that express the most need, to reach their full potential as productive, caring, responsible citizens.

Special Requirements for Placement: Please inquire about special requirements for placement during the initial contact.

Contact Information: Dustin Drake, Program Director, at (423) 543-2946 or ddrake@bgcecc.org

Boys and Girls Club of Johnson City/Washington County

Address: 2210 West Market Street, Johnson City, TN 37604

Website: <http://www.gokidz.org/>

Description: The mission of the Boys and Girls Club of Johnson City/Washington County is to inspire and enable all young people, especially those that express the most need, to realize their full potential as productive, responsible, and caring citizens.

Special Requirements for Placement: Please inquire about special requirements for placement during the initial contact.

Contact Information: Robin Crumley, President and CEO, at (423) 461-4560 extension 6 or rcrumley@gokidz.org

Bristol Crisis Center, Inc.

Address: 100 Oakview Avenue, Bristol, VA 24201

Website: <http://www.crisiscenterinc.org/>

Description: Rooted in respect, justice, hope, and the inherent worth of every individual, the Bristol Crisis Center partners with people to afford them a safe space to be heard, supported, and believed in an effort to inspire healing and promote positive change for both the individual and the community. Available programs include Just Checking, Sexual Assault Advocacy, Education and Awareness, Suicide Prevention, Are You Okay?, and a 24-hour hotline.

Special Requirements for Placement: Students are required to complete a background check and to provide a copy of a valid driver's license. Please inquire about additional requirements for placement during the initial contact.

Contact Information: Dreama Hawkins, Volunteer Coordinator, at (276) 466-2218 or dreamahawkins@crisiscenterinc.org or Emily Ann Thompson, Community Educator, at eathompson@crisiscenterinc.org. Additionally, main site email address is info@crisiscenterinc.org. Volunteer applications are available through the website by clicking the "Volunteer" tab.

Bristol (TN & VA) Emergency Food Pantry

Address: 21 Washington Street, Bristol, VA 24201

Website: <http://www.bristolfoodpantry.org/>

Description: The Bristol Emergency Food Pantry provides three days of food for people in the Bristol area who are hungry. The clients are qualified through several agencies including Frontier Health and the Bristol Neighborhood Service Center. They bring a voucher and are served perishable and non-perishable items to make several nutritious meals.

Special Requirements for Placement: Students are required to participate in an interview. Please inquire about additional requirements for placement during the initial contact.

Contact Information: Jim White at (423) 764-3843 or (423) 571-4449

Bristol (TN) Service Center of the U.E.T.H.D.A.

Address: 522 Alabama Street, Bristol, TN 37620

Website: <http://uethda.org/>

Description: The mission of the Upper East Tennessee Human Development Agency, Inc. (U.E.T.H.D.A.) is to provide education, direction, and support to individuals, families, and organizations in order to strengthen and stabilize the community through the collaborative efforts of agency programs and cooperative partnerships.

Special Requirements for Placement: Please inquire about special requirements for placement during the initial contact.

Contact Information: Cari Kilby, Coordinator, at CariK@uethda.org or Judy Blevins, Assistant, at JudyB@uethda.org. The phone number for the site is (423) 968-3951.

Bucky's Food Pantry

Address: Central Receiving Warehouse by the Buc Ridge Apartment Complex (on Treasure Lane) on the ETSU Main Campus

Website: <https://www.etsu.edu/foodpantry/default.php>

Description: The mission of Bucky's Food Pantry is to diminish or end hunger on the ETSU campus for all students, faculty, and staff in the most convenient, discreet, and easily accessible ways possible.

Special Requirements for Placement: Please inquire about special requirements for placement during the initial contact.

Contact Information: Carolyn Bond at bondc@etsu.edu or (423) 439-4234 or foodpantry@etsu.edu

Carter County Service Center of the U.E.T.H.D.A.

Address: 408 Cherokee Park Drive, Suite #5, Elizabethton, TN 37644

Website: <http://uethda.org/>

Description: The mission of the Upper East Tennessee Human Development Agency, Inc. (U.E.T.H.D.A.) is to provide education, direction, and support to individuals, families, and organizations in order to strengthen and stabilize the community through the collaborative efforts of agency programs and cooperative partnerships.

Special Requirements for Placement: Please inquire about special requirements for placement during the initial contact.

Contact Information: Crystal Dugger, Coordinator, at CrystalD@uethda.org or Joyce Walsh, Assistant, at JoyceW@uethda.org. The phone number for the site is (423) 542-5121.

Carver Head Start

Address: 500 Washington Street, Johnson City, TN 37601

Website: <http://uethda.org/education/>

Description: Head Start is a federally funded program designed for at-risk children and their families. Head Start works with 3 and 4 year old youth to prepare them for entering kindergarten. The agency covers eight counties in Northeast Tennessee and serves over 1,000 children and families.

Special Requirements for Placement: Please inquire about special requirements for placement during the initial contact.

Contact Information: Jill Price, Education Manager, at (423) 677-8872 or carver@uethdahs.com. The site's main phone number is (423) 929-9883.

CASA for Kids, Inc. of Sullivan and Hawkins Counties

Address: 310 Shelby Street, Kingsport, TN 37660

Website: <http://casa4kidsinc.org/>

Description: CASA for Kids professionally trains and supervises screened citizens to become Court Appointed Special Advocates for allegedly abused and neglected children coming to the attention of the juvenile courts in Sullivan and Hawkins counties.

Special Requirements for Placement: Students are required to complete a background check, complete an application, and participate in a screening interview. Students may be asked to make a 12-month commitment to the site. The minimum volunteer age is 21.

Please inquire about additional requirements for placement during the initial contact.

Contact Information: Denise Maxwell, Kingsport Volunteer Coordinator, at (423) 247-1161 or denise@casa4kidsinc.org

Child Advocacy Center of the 3rd Judicial District

Address: 200 Main Street, Mosheim, TN 37818

Website: <http://www.etncac.org/>

Description: The Child Advocacy Center is devoted to comforting and protecting children of sexual, severe physical, and drug endangered abuse and their non-offending caregivers in the 3rd Judicial District. They serve Greene, Hawkins, Hamblen, and Hancock counties.

Special Requirements for Placement: Students are required to complete a background check, including fingerprinting. Please inquire about additional requirements for placement during the initial contact.

Contact Information: Deana Hicks, Director, at (423) 422-4446 or cac3jd@gmail.com

Children First Head Start

Address: 837 Pardee Street, Johnson City, TN 37605

Website: <http://uethda.org/education/>

Description: Head Start is a federally funded program designed for at-risk children and their families. Head Start works with 3 and 4 year old youth to prepare them for entering kindergarten. The agency covers eight counties in Northeast Tennessee and serves over 1,000 children and families.

Special Requirements for Placement: Please inquire about special requirements for placement during the initial contact.

Contact Information: Jill Price, Education Manager, at (423) 677-8872 or childrenfirstA@uethdahs.com. The site's main number is (423) 926-7716.

Children's Advocacy Center of Highlands Community Services Board (Bristol, VA)

Address: 21451 Sugar Hollow Road, Bristol, VA 24202

Website: <http://highlandscsb.org/cac/>

Description: The Children's Advocacy Center of the Highlands Community Services Board wishes to combat child sexual and severe physical abuse by coordinating investigative, intervention, treatment, and prosecutorial services for child victims and their families during the course of a child abuse case.

Special Requirements for Placement: Students are required to complete a background check and an application. Students may be asked to make a 12-month commitment to the site. The minimum volunteer age is 21. Please inquire about additional requirements for placement during the initial contact.

Contact Information: Kim Ramey at (276) 525-1550. The site's main phone number is (276) 645-5867.

Children's Hope Alliance

Address: Multiple Locations throughout North Carolina

Website: <https://www.childrenshopealliance.org/>

Description: The Children's Hope Alliance has a deeply rooted mission to provide hope and healing for hurting children and families. They provide adoption and post adoption services, community-based services, education, family support, foster care services, outpatient therapeutic services, parenting workshops and classes, and residential services.

Special Requirements for Placement: Please inquire about special requirements for placement during the initial contact.

Contact Information: Students can either call 1-704-832-2207 and ask for a Volunteer Coordinator or express their interest via email at volunteer@childrenshopealliance.org.

Coalition for Kids

Address: 2423 Susannah Street, Johnson City, TN 37601

Website: <http://www.coalitionforkids.org/>

Description: The mission of Coalition for Kids is to help enable the moral, spiritual, physical, and mental development of kids residing in Washington County.

Special Requirements for Placement: Please inquire about special requirements for placement during the initial contact.

Contact Information: Jordan Spain, Director of Programming, at (423) 434-2031 or jspain@coalitionforkids.org or Jordan Young, Site Director, at (423) 948-0271 or southside@coalitionforkids.org

Community Coalition Against Human Trafficking

Website: <https://growfreetn.org/>

Description: The Community Coalition Against Human Trafficking is the only counter-trafficking organization in Upper East Tennessee. They provide survivors of human trafficking with individualized, relational care through their direct services program, Grow Free Tennessee. The team at Community Coalition Against Human Trafficking works to increase awareness, offers training, and provides intervention and aftercare.

Special Requirements for Placement: Please inquire about special requirements for placement during the initial contact.

Contact Information: Shantel Standefer, Director of Survivor Services, at shantel@ccaht.org or (865) 236-1046. Students can also email the site at info@ccaht.org.

Community Tennessee Rehabilitation Center

Address: 407 Cherokee Park Drive, Elizabethton, TN 37643

Website: <https://www.tn.gov/humanservices/ds/office-locator-trc-ttap.html>

Description: The Community Tennessee Rehabilitation Center helps with the transition from school to work by providing a work adjustment program and an evaluation program.

Special Requirements for Placement: Please inquire about special requirements for placement during the initial contact.

Contact Information: Sandy Ray at (423) 547-3929 or sandra.r.ray@tn.gov

Contact 211 of Northeast Tennessee, Inc.

Website: <http://www.contact211netn.org/>

Description: Contact 211 of Northeast Tennessee is a product of the merging of two agencies, Contact Ministries of Johnson City and Contact-Concern of Northeast Tennessee in Kingsport. Contact 211 provides information and referrals, a helpline, and reassurance calls free of charge to individuals in Carter, Greene, Hancock, Hawkins, Johnson, Sullivan, Unicoi, and Washington counties.

Special Requirements for Placement: Please inquire about special requirements for placement during the initial contact.

Contact Information: Call 2-1-1 or (423) 246-2273 or email at info@contactconcern.org

Court Appointed Special Advocates for Children (CASA) of Northeast Tennessee

Address: 603 East Market Street, Johnson City, TN 37604

Website: <http://www.casanetn.org/>

Description: The mission of CASA of Northeast Tennessee is to advocate for the best interest of abused and neglected children in the juvenile court. CASA of Northeast Tennessee is a nonprofit, community based, volunteer service organization. They work hand in hand with the juvenile courts in Johnson City and Washington, Greene, and Unicoi Counties.

Special Requirements for Placement: Students will be required to complete a background check and provide three professional references. The minimum volunteer age is 21. Please inquire about additional requirements for placement during the initial contact.

Contact Information: Whitney McLaughlin, Executive Director, at (423) 461-3500 or mclaughlin@casanetn.org

Dawn of Hope, Inc.

Address: 500 East Oakland Avenue, Johnson City, TN 37601

Website: <https://www.dawnofhope.com/>

Description: The mission of Dawn of Hope is to provide high quality, caring, individual services to enrich the lives of adults in Northeast Tennessee with intellectual and developmental disabilities. This is achieved through three service areas – developmental, vocational, and residential.

Special Requirements for Placement: Please inquire about special requirements for placement during the initial contact.

Contact Information: Jon Cardwell, Director of Vocational Services, at (423) 434-5600 or joncardwell@dawnofhope.com

DePaul Community Resources

Address: 106 Abingdon Place, Abingdon, VA 24211

Website: <http://www.depaulcr.org/>

Description: DePaul Community Resources is a nonprofit human services organization that works to change the world by improving the lives of children, families, and individuals with developmental disabilities. In addition to Abingdon, there are also locations in Amelia, Big Stone Gap, Cedar Bluff, Charlottesville, Christiansburg, Harrisonburg, Lynchburg, and Fishersville.

Special Requirements for Placement: Please inquire about special requirements for placement during the initial contact.

Contact Information: Jamie Snead at (540) 265-8923 or jsnead@depaulcr.org

disABILITY Resource Center

Address: 900 East Hill Avenue, Suite # 205, Knoxville, TN 37915

Website: <http://drctn.org/>

Description: The disABILITY Resource Center is a nonresidential, cross-disability, nonprofit center that provides services to people with disABILITIES so that they may thrive and actively participate within their communities.

Special Requirements for Placement: Please inquire about special requirements for placement during the initial contact.

Contact Information: Lillian Burch, Executive Director, at (865) 637-3666 or lburch@drctn.org

East Tennessee Children's Hospital

Address: 2018 West Clinch Avenue, Knoxville, TN 37916

Website: <https://www.etch.com/>

Description: The East Tennessee Children's Hospital may provide the ideal placement for students who are interested in becoming a Child Life Specialist.

Special Requirements for Placement: Please inquire about special requirements for placement during the initial contact.

Contact Information: Mary Pegler, Director of Child Life, at (865) 541-8909 or mpegler@etch.com

East Tennessee-Johnson City Day Reporting/Community Resource Center

Address: 110 KLM Drive, Suite #8, Johnson City, TN 37615

Website: <https://www.tn.gov/correction/redirect---rehabilitation/day-reporting/day-reporting-community-resource-center-locations.html>

Description: The East Tennessee-Johnson City Day Reporting/Community Resource Center provides alternatives to incarceration by placing eligible participants in structured and intensive outpatient programs. The mission of the site is to provide resources and services to offenders to assist them as they work towards becoming productive citizens in their communities.

Special Requirements for Placement: Please inquire about special requirements for placement during the initial contact.

Contact Information: Ashton Belcher, Director, at ashton.b.belcher@tn.gov or (423) 434-3033

ETSU Child Study Center

Address: 2101 Signal Drive, Johnson City, TN 37604

Website: <https://www.etsu.edu/coe/child/csc/>

Description: The Child Study Center is a childcare facility and laboratory environment at ETSU that serves approximately 120 children, ages 3 months to 5 years old, through a full day, full year program.

Special Requirements for Placement: Please inquire about special requirements for placement during the initial contact.

Contact Information: Dr. Stephanie Stephens at (423) 439-4888 or stephesn@etsu.edu

ETSU Dental Hygiene Clinic

Address: 70 Lamb Hall on the Main ETSU Campus

Website: <https://www.etsu.edu/crhs/alliedhealth/dhyg/patientinfo.php>

Description: The ETSU Dental Hygiene Clinic is a teaching facility open to the public. The clinic provides examinations, oral cancer screenings, dental cleanings, dental charting, periodontal assessment and therapy, preventive oral health instructions, fluoride, occlusal sealants, dental x-rays, and referrals.

Special Requirements for Placement: Please inquire about special requirements for placement during the initial contact.

Contact Information: Charles Faust at faust@etsu.edu or (423) 439-4497

ETSU Speech and Hearing Clinic

Address: 363 Lamb Hall on the Main ETSU Campus

Website: <https://www.etsu.edu/crhs/clinics.php>

Description: The ETSU Speech and Hearing Clinic provides clinical services to individuals having speech, language, or hearing problems. Evaluation and treatment are performed by qualified students under the supervision of a certified faculty member for a nominal fee.

Special Requirements for Placement: Please inquire about special requirements for placement during the initial contact.

Contact Information: Lindsay Greer, Assistant Director of Clinical Services, at (423) 439-4534 or greerlp@etsu.edu

Family Preservation Services, Inc.

Address: 661 East Main Street, Abingdon, VA 24210

Website: <https://fpscorp.com/abingdon-office/>

Description: Family Preservation Services, Inc. is a human service agency that offers evidence-based and best practice services that are trauma-informed. They take a holistic approach to treatment and offer a variety of services and support. They serve children, adolescents, adults, and families at various locations, including Abingdon, Cedar Bluff, Charlottesville, Covington, Danville, Eastern Shore, Farmville, Franklin County, Fredericksburg, Galax, Lynchburg, Martinsville, New River Valley, Peninsula, Richmond, Roanoke, Scott, Southside Tidewater, Staunton, Winchester, and Wise County. The Abingdon location serves the communities of Washington, Smyth, and Bristol City.

Special Requirements for Placement: Please inquire about special requirements for placement during the initial contact.

Contact Information: April Day, Clinical Director, at aday@fpscorp.com or Joni Lester, Regional Director, at jlester@fpscorp.com. The main number for the Abingdon site is (276) 623-9245.

Family Promise of Greater Johnson City

Address: 215 West Watauga Avenue, Johnson City, TN 37604

Website: <http://familypromisejc.com/>

Description: Family Promise of Greater Johnson City provides a local community-based response to homelessness. Through a network of local faith communities and community agencies, Family Promise of Greater Johnson City provides shelter, food, compassion, and assistance to those in need.

Special Requirements for Placement: Please inquire about special requirements for placement during the initial contact.

Contact Information: Alison Smith, Operations Director, at (423) 202-7805 or alison@familypromisejc.com

First Tennessee Area Agency on Aging and Disability

Address: 3211 North Roan Street, Johnson City, TN 37601

Website: <https://www.ftaad.org/>

Description: The mission of the First Tennessee Area Agency on Aging and Disability is to improve the quality of life for older adults and adults with disabilities by advocating, setting policy, identifying local needs, providing services, coordinating resources, and providing information. They serve Carter, Johnson, Greene, Hawkins, Hancock, Washington, Sullivan, and Unicoi counties.

Special Requirements for Placement: Please inquire about special requirements for placement during the initial contact.

Contact Information: Kathy Whitaker, Director, at kwhitaker@ftaad.org or 1-866-836-6678

First Tennessee Human Resources Agency (FTHRA) Adult Day Services

Address: 603 Bert Street, Johnson City, TN 37601

Website: <http://fthra.org/programs>

Description: Adult Day Services provides personalized care to adults who are physically, socially, emotionally, and mentally challenged, or frail due to advanced age. They provide stimulating activities including daily exercise and craft projects to increase the self-worth of clients and help caregivers by providing them time to maintain their own lives.

Special Requirements for Placement: Please inquire about special requirements for placement during the initial contact.

Contact Information: Beverly Culp, Program Coordinator, at bculp@fthra.org or (423) 928-8855

First Tennessee Human Resources Agency (FTHRA) Child Care Food Program

Address: 704 Rolling Hills Drive, Johnson City, TN 37604

Website: <http://fthra.org/programs>

Description: The Child Care Food Program provides services to child care providers operating in-home daycares. To be eligible for services, daycare providers must be licensed by the Department of Human Services or follow alternate approval procedures.

Special Requirements for Placement: Please inquire about special requirements for placement during the initial contact.

Contact Information: Renee Fox, Child Care Food Program Manager, at (423) 218-7782 or rfox@fthra.org

First Tennessee Human Resources Agency (FTHRA) Foster Grandparent Program

Address: 704 Rolling Hills Drive, Johnson City, TN 37604

Website: <http://fthra.org/programs>

Description: The Foster Grandparent Program provides volunteer opportunities for people 55 years of age and older from all economic, educational, and social backgrounds to serve children and teenagers who have special needs as well as their families.

Special Requirements for Placement: Please inquire about special requirements for placement during the initial contact.

Contact Information: Holly Hudson, Director, at hudson@fthra.org or (423) 639-8462

First Tennessee Human Resources Agency (FTHRA) N.E.T. TRANS

Address: 704 Rolling Hills Drive, Johnson City, TN 37604

Website: <http://fthra.org/programs>

Description: Northeast Tennessee Rural Transportation provides transportation to doctor appointments, grocery stores, and more for rural citizens. They accept both insurance and private pay for door-to-door services. They also serve both ambulatory and non-ambulatory clients.

Special Requirements for Placement: Please inquire about special requirements for placement during the initial contact.

Contact Information: Pat Crowl, Rural Public Transportation Administrative Manager, at (423) 461-8200

First Tennessee Human Resources Agency (FTHRA) Nutrition Program

Address: 704 Rolling Hills Drive, Johnson City, TN 37604

Website: <http://fthra.org/programs>

Description: The Nutrition Program partners with Meals on Wheels to provide food to seniors. Additionally, the program provides nutritious meals at community sites located in Carter, Greene, Hancock, Hawkins, Johnson, Sullivan, Unicoi, and Washington counties.

Special Requirements for Placement: Please inquire about special requirements for placement during the initial contact.

Contact Information: Stephanie Walker, Director of Nutrition, at nutrition@fthra.org or (423) 461-8200

First Tennessee Human Resources Agency (FTHRA) Personal Support Services

Address: 704 Rolling Hills Drive, Johnson City, TN 37604

Website: <http://fthra.org/programs>

Description: FTHRA Personal Support Services serves adults determined by the Department of Human Services (Adult Protective Services) to be in threat of harm due to physical abuse, physical and mental disabilities, emotional abuse, neglect, self-neglect, or financial exploitation. These individuals are provided protective supervision, taught to perform homemaking skills and household management, grocery and household shopping methods, cooking and nutritional instructions, and budgeting.

Special Requirements for Placement: Students must complete a background check, complete a drug screen, and provide three professional references. Please inquire about additional requirements for placement during the initial contact.

Contact Information: Darrell Key, Program Director, at (423) 461-8202 or dkey@fthra.org

First Tennessee Human Resources Agency (FTHRA) Senior Employment Program

Address: 704 Rolling Hills Drive, Johnson City, TN 37604

Website: <http://fthra.org/programs>

Description: The Senior Employment Program assists low-income, unemployed seniors 55 years of age and older with gaining viable job skills through paid training at various non-profit and government agencies.

Special Requirements for Placement: Please inquire about special requirements for placement during the initial contact.

Contact Information: Holly Hudson, Director, at hudson@fthra.org or (423) 461-7844

Free Will Baptist Family Ministries

Address: 90 Stanley Lane, Greeneville, TN 37743

Website: <http://www.fwbfm.com/>

Description: Free Will Baptist Family Ministries is a faith-based organization that provides multifaceted and diverse services to individuals of all ages.

Special Requirements for Placement: Please inquire about special requirements for placement during the initial contact.

Contact Information: Cecilia Hamilton, Executive Administrator of TN Children's Services, at chamilton@fwbfm.com or (423) 278-1572

Friends of Lazarus Job Program

Address: Washington County-Johnson City Animal Shelter, 3411 North Roan Street, Johnson City, TN 37601

Description: The Friends of Lazarus Job Program is designed to provide job preparation for individuals with disabilities while also giving the animals at the Washington County-Johnson City Animal Shelter the benefit of their interaction.

Special Requirements for Placement: Students are required to send Dr. Chambers an updated resume and to participate in an interview prior to placement. Students are required to have solid leadership and program coordination skills. Students who are placed with the Friends of Lazarus Job Program may find that they can also accrue hours through Turning Pages Together, the Friends of Lazarus Reading Program, and POP Arts. Please inquire about additional requirements for placement during the initial contact.

Contact Information: Dr. Cynthia Chambers at poparts@etsu.edu (preferred) or (423) 439-7586

Friends of Lazarus Reading Program

Address: Washington County-Johnson City Animal Shelter, 3411 North Roan Street, Johnson City, TN 37601

Description: The Friends of Lazarus Reading Program provides children, who are being home-schooled, the opportunity to read to the animals at the Washington County-Johnson City Animal Shelter.

Special Requirements for Placement: Students are required to send Dr. Chambers an updated resume and to participate in an interview prior to placement. Students who are placed with the Friends of Lazarus Reading Program may find that they can also accrue hours through Turning Pages Together, the Friends of Lazarus Job Program, and POP Arts. Please inquire about additional requirements for placement during the initial contact.

Contact Information: Dr. Cynthia Chambers at poparts@etsu.edu (preferred) or (423) 439-7586

Frontier Health

Address: Multiple Locations throughout Northeast Tennessee and Southwest Virginia

Website: <https://www.frontierhealth.org/>

Description: Frontier Health serves adults, adolescents, and children through a variety of services designed to improve mental health, build abilities, and treat substance use. The services provided are dependent on the site, however, they could include crisis response, mental health services, drug and alcohol addiction services, services that address co-occurring disorders, services for those with intellectual and developmental disabilities, vocational and recovery services, support services, and others.

Special Requirements for Placement: Interested students will be required to attend a Student Information Meeting the semester prior to fulfilling their field experience requirements at a Frontier Health site. During this meeting, various sites and opportunities within Frontier Health will be discussed. Prior to or during the meeting, students will be asked to complete an application indicating their top choices for site placement. After the orientation, a Frontier Health representative will call students to set up an interview. If two or more weeks have passed, and students have not been contacted, they can reach out to Scott Knowlton, in the Human Resources Department, to inquire about the status of their application. Information about the Student Information Meeting will be provided to students via email or the Human Service In Touch D2L page.

Contact Information: Scott Knowlton at (423) 467-3610 or sknowlto@frontierhealth.org

Girl Scouts of the Southern Appalachians

Address: 1100 Woodland Avenue, Johnson City, TN 37601

Website: <http://www.girlscoutcsa.org/>

Description: The Girl Scouts of the Southern Appalachians builds the courage, confidence, and character of young women.

Special Requirements for Placement: Students will be required to complete an adult volunteer application and enroll as an adult member. Please inquire about additional requirements for placement during the initial contact.

Contact Information: Melissa Berry, Vice President of Human Resources, at mberry@girlscoutcsa.org or 1-800-474-1912 extension 1006

Girls Inc. of Bristol Virginia

Address: 613 Highland Street, Bristol, VA 24201

Website: <http://www.girlsinc-bristol.com/>

Description: Girls Inc. of Bristol Virginia provides an after-school and summer program for girls ages 5-18 with an emphasis on sports and adventure, leadership and community action, self-reliance, and life skills.

Special Requirements for Placement: Please inquire about special requirements for placement during the initial contact.

Contact Information: Nicole Cullopp, Director of Programs, at (276) 669-8686 or nicole_girlsinc@bvu.net

Girls Inc. of Johnson City

Address: 227 Library Lane, Johnson City, TN 37601

Website: <http://girlsincofjohnsoncity.org/>

Description: Girls Inc. of Johnson City is dedicated to providing educational and recreational opportunities that promote the emotional, mental, physical, and social development of today's youth.

Special Requirements for Placement: Please inquire about special requirements for placement during the initial contact.

Contact Information: Nikki Hughes, Program Director, at (423) 928-4251 or mshughes@girlsincjc.com

Girls Inc. of Kingsport

Address: 1100 Girls Club Place, Kingsport, TN 37660

Website: <http://www.girlsincofkingsport.org/>

Description: Girls Inc. of Kingsport provides a fun and safe environment for girls, ages 4-18. They provide an after-school and summer program that fosters social connections, further artistic and athletic abilities, and supplements learning in the classroom.

Special Requirements for Placement: Please inquire about special requirements for placement during the initial contact.

Contact Information: Sara Mowell, Co-Program Director, at (423) 247-2321 or saraemowell@gmail.com

Good Samaritan Ministries, Inc.

Address: 100 North Roan Street, Johnson City, TN 37601

Website: <http://www.goodsamjc.org/>

Description: Good Samaritan Ministries is a faith-based, non-profit organization dedicated to helping the homeless and those experiencing poverty. Good Samaritan provides relief through education, mentoring, social services, and case management.

Special Requirements for Placement: Please inquire about special requirements for placement during the initial contact.

Contact Information: Ashley Street Miller, Assistant Director of Social Services, at (423) 928-0288 or ashley@goodsamjc.org

Goodwill Industries of Tennesva

Address: 2017 Brookside Lane, Kingsport, TN 37660

Website: <http://www.goodwilltnva.org/>

Description: The mission of Goodwill Industries of Tennesva is to enhance the dignity and quality of life of individuals and families by helping them overcome barriers to employment. Goodwill Industries of Tennesva serves 17 counties and 2 cities across Northeast Tennessee and Southwest Virginia.

Special Requirements for Placement: Please inquire about special requirements for placement during the initial contact.

Contact Information: Anita Williams, Director of Human Resources, at (423) 245-0600 or anita@goodwilltnva.org

Greater Kingsport Family YMCA

Address: 1840 Meadowview Parkway, Kingsport, TN 37660

Website: <http://www.ymcakpt.org/>

Description: The Greater Kingsport Family YMCA provides services to individuals of all ages, faiths, and abilities. However, the youth development program may be of particular interest to Human Service students. These programs include afterschool care and a summer camp (Camp Ironwood).

Special Requirements for Placement: Please inquire about special requirements for placement during the initial contact.

Contact Information: Sarah Anne Walker, Day Camp Director, at swalker@ymcakpt.org or (423) 247-9622. Students can also explore additional volunteer opportunities by clicking the "Volunteer" tab at the top of the webpage.

Greene County Service Center of the U.E.T.H.D.A.

Address: 124 Austin Street, Suite #2, Greeneville, TN 37744

Website: <http://uethda.org/>

Description: The mission of the Upper East Tennessee Human Development Agency, Inc. (U.E.T.H.D.A.) is to provide education, direction, and support to individuals, families, and organizations in order to strengthen and stabilize the community through the collaborative efforts of agency programs and cooperative partnerships.

Special Requirements for Placement: Please inquire about special requirements for placement during the initial contact.

Contact Information: Kathy Fillers, Coordinator, at KathyF@uethda.org or Rachel Hensley, Assistant, at RachelH@uethda.org. The phone number for the site is (423) 639-3681.

Healing Hands Health Center

Address: 245 Midway Medical Park, Bristol, TN 37620

Website: <https://healinghandshealthcenter.org/>

Description: Healing Hands Health Center provides medical care, dental care, chiropractic care, eye care, and psychological and spiritual counseling for a small fee to individuals who are employed but uninsured.

Special Requirements for Placement: Please inquire about special requirements for placement during the initial contact.

Contact Information: Helen Vance Scott, Executive Director, at (423) 652-0260 or helen@healinghandshealthcenter.org

Health Connect America (Johnson City Location)

Address: 2700 South Roan Street, Suite #105, Johnson City, TN 37601

Website: <https://healthconnectamerica.com/>

Description: Health Connect America provides community-based, office-based, and home-based therapy, case management, medication management, and counseling services to children, adolescents, adults, and families. The office in Johnson City provides services to individuals in Carter, Greene, Hawkins, Johnson, Sullivan, Unicoi, and Washington counties.

Special Requirements for Placement: Please inquire about special requirements for placement during the initial contact.

Contact Information: Spencer Conco, Clinical Director, at (423) 631-0210 or sconco@healthconnectamerica.com

Help Us Grow Successfully (HUGS) – Northeast Tennessee Regional Office

Address: 185 Treasure Lane, Johnson City, TN 37604

Website: <https://www.tn.gov/health/health-program-areas/fhw/early-childhood-program/hugs.html>

Description: The HUGS Program is a case management program that provides home-based interventions to pregnant and postpartum women as well as children up to 5 years of age and their caregivers. The goals of the program include the improvement of pregnancy outcomes, maternal and child health and wellness, child development, and family strengths. The Northeast Tennessee Regional Office serves Carter, Greene, Hancock, Hawkins, Johnson, Unicoi, and Washington counties.

Special Requirements for Placement: Please inquire about special requirements for placement during the initial contact.

Contact Information: The phone number for the site is (423) 979-3200.

Highlands Community Services Board

Address: 610 Campus Drive, Abingdon, VA 24210

Website: <http://highlandscsb.org/>

Description: Highlands Community Services (HCS) is a community services board, the state initiated entity responsible for the provision of behavioral health services in the Commonwealth of Virginia. Clientele across the age spectrum are served through outpatient services, intensive in-home services, children and family services, crisis services, psychiatric services, case management services, development services, autism services, adult recovery services, parenting programs, the NAVIGATE Program, and the Children's Advocacy Center.

Special Requirements for Placement: Students who are interested in completing their field experience at HCS should contact Kathie Baker-Forester early in the semester. Interested students should email an updated resume with three professional references, one of which should be a faculty member familiar with their work. Students who are chosen for placement at HCS will be asked to complete a background check, fingerprinting, and TB and Hepatitis B testing. Please inquire about additional requirements for placement during the initial contact.

Contact Information: Kathie Baker-Forester, Human Resources Director, at (276) 525-1591 or kbaker@highlandscsb.org

Holston Habitat for Humanity

Address: 100 Greenwood Lane, Kingsport, TN 37663

Website: <http://holstonhabitat.org/>

Description: Holston Habitat for Humanity is a nonprofit, ecumenical, Christian housing ministry that partners with low-income families and community volunteers to build affordable housing.

Special Requirements for Placement: Please inquire about special requirements for placement during the initial contact.

Contact Information: Call (423) 239-7689 or email info@holstonhabitat.org. Students can also apply to volunteer through the website by clicking the "Volunteer" tab at the top of the webpage.

Holston United Methodist Home for Children

Address: 404 Holston Drive, Greeneville, TN 37743

Website: <https://www.holstonhome.org/>

Description: The Holston United Methodist Home for Children is a faith-based organization that provides a variety of services to children, adolescents, and families in a residential setting. These services include an adventure program, foster care and adoption services, education, and group care.

Special Requirements for Placement: Please inquire about special requirements for placement during the initial contact.

Contact Information: Angie Owens, Administrator of Program Support Services, at (423) 787-8747 or angieowens@holstonhome.org

Hunger First

Address: 829 Myrtle Street, Kingsport, TN 37660

Website: <https://www.facebook.com/hungerfirst/>

Description: Hunger First is a non-profit organization that serves the Tri-Cities area. Hunger First provides clothing and housewares, groceries, and hot meals free-of-charge as well as financial assistance with prescription medications and utilities. Annual events and referrals to other agencies are also provided.

Special Requirements for Placement: Michael Gillis prefers to meet with each student to discuss goodness of fit between the student's professional goals and the mission of Hunger First. Please inquire about additional requirements for placement during the initial contact.

Contact Information: Michael Gillis, Executive Director, at (423) 967-5368 or hungerfirstkpt@gmail.com

Jeremiah School

Address: 2423 Susannah Street, Johnson City, TN 37604

Website: <http://www.jeremiahschool.com/>

Description: The mission of Jeremiah School is to provide a faith-based education where students on the autism spectrum can connect and grow in a supportive environment. The goal is to intentionally and enthusiastically focus on the whole child by emphasizing the development of both academic and relational skills to maximize their potential to lead satisfying, self-sustaining lives within their communities.

Special Requirements for Placement: Please inquire about special requirements for placement during the initial contact.

Contact Information: Martha Worley, Executive Administrative Assistant and Transitions Support Coordinator, at (423) 915-9257 or mworley@jeremiahschool.org

Johnson City Community Health Center

Address: 2151 Century Lane, Johnson City, TN 37604

Website: <https://www.etsu.edu/nursing/clinics/community/johnsoncity.php>

Description: The Johnson City Community Health Center was established to serve the needs of the local homeless population in Johnson City and has expanded over the past 15 years to include the uninsured, underinsured, TennCare enrollees, a growing Hispanic population, and medically indigent individuals.

Special Requirements for Placement: Please inquire about special requirements for placement during the initial contact.

Contact Information: Call (423) 926-2500

Johnson City Housing Authority

Address: 901 Pardee Street, Johnson City, TN 37601

Website: <http://www.jchousing.org/>

Description: The Johnson City Housing Authority provides assistance to very low and low income families with securing affordable housing. The administration, resident association, recreational partners, and community organizations help provide community residents with access to social, educational, wellness, and recreational opportunities.

Special Requirements for Placement: Please inquire about special requirements for placement during the initial contact.

Contact Information: Call the Main Administrative Office at (423) 232-4784 or the Resident Services Department at (423) 926-3225

Johnson City Senior Center

Address: 510 Bert Street, Johnson City, TN 37601

Website: <http://www.johnsoncitytn.org/seniors/>

Description: The Johnson City Senior Center offers recreational, athletic, learning, and fellowship opportunities to senior citizens in the area. Traveling, engaging in card and board games, crafting, learning computer skills, and exercising are offered as well as seasonal activities and events.

Special Requirements for Placement: Please inquire about special requirements for placement during the initial contact.

Contact Information: Chyrl McLaughlin, Volunteer/Program Coordinator, at cmclaughlin@johnsoncitytn.org or (423) 434-6226

Johnson City/Washington County Family Justice Center

Address: 196 Montgomery Street, Suite #10, Johnson City, TN 37604

Website: <https://www.facebook.com/JCWCFamilyJusticeCenter/>

Description: The Johnson City/Washington County Family Justice Center provides a safe location for survivors of domestic and sexual violence. They work to enhance the safety and recovery of survivors, assist with the navigation of the criminal and civil justice process, and provide services through a multidisciplinary team of professionals.

Special Requirements for Placement: Please inquire about special requirements for placement during the initial contact.

Contact Information: Heather Brack, Director, at (423) 722-3720 or hbrack@johnsoncitytn.org

Johnson County Safe Haven

Address: 311 S. Church Street, Mountain City, TN 37683

Description: The Johnson County Safe Haven provides advocacy in court, shelter for survivors of domestic violence, and referrals to appropriate agencies for other assistance.

Special Requirements for Placement: Students must complete a background check. Please inquire about additional requirements for placement during the initial contact.

Contact Information: Richard Walsh, Director, at (423) 727-0201 or jcsafehaven1@hotmail.com

Johnson County Senior Center

Address: 128 College Street, Mountain City, TN 37683

Website: <https://www.facebook.com/johnsoncountyseniorcenter/>

Description: The Johnson County Senior Center is a multipurpose center that serves people 60 years of age and older. Services include exercise classes, health education, trips, and meals on site and to those who are homebound.

Special Requirements for Placement: A background check may be required. Please inquire about special requirements for placement during the initial contact.

Contact Information: Kathy Motsinger, Director, at kmotsinger@jocoed.net or (423) 727-8883

Jonesborough Senior Center

Address: 307 East Main Street, Jonesborough, TN 37659

Website: <http://www.jonesboroughtn.org/index.php/town-services/town-services/senior-center>

Description: The Jonesborough Senior Center is committed to contributing to the quality of life of the older population by helping them stay active mentally, physically, emotionally, and spiritually. They also provide access to and coordination of services for the individuals they serve as well as links to existing support services that are designed to promote the independence of older individuals.

Special Requirements for Placement: Please inquire about special requirements for placement during the initial contact.

Contact Information: Crystal Hirschy, Program Director, at (423) 753-1083 or CrystalH@jonesboroughtn.org

Keystone Community Recreation Center

Address: 841 Pardee Street, Johnson City, TN 37601

Website: <http://www.jchousing.org/programs-services/recreation/keystone-recreation/>

Description: The Keystone Community Recreation Center offers a safe, drug- and alcohol-free recreational environment for all children residing in the Johnson City Housing Community. They encourage and maintain discipline and respect through physical activity and educationally supportive programs.

Special Requirements for Placement: Please inquire about special requirements for placement during the initial contact.

Contact Information: Rick Huber at (423) 232-4784

Kingsport Child Development Center

Address: 118 Clay Street, Kingsport, TN 37660

Website: <http://www.kingsportkids.org/>

Description: The Kingsport Child Development Center provides child care services to children ages 6 weeks to 6 years of age.

Special Requirements for Placement: Please inquire about special requirements for placement during the initial contact.

Contact Information: Tammy Burton, Director, at (423) 392-4675 or kcdc118@gmail.com

Kingsport Lions Club

Website: <http://www.e-clubhouse.org/sites/kingsporttn/index.php>

Description: The mission of the Kingsport Lions Club is to improve vision in the Greater Kingsport area through vision screening in schools, leader dog assistance, and financial assistance for exams and/or eyeglasses.

Special Requirements for Placement: Please inquire about special requirements for placement during the initial contact.

Contact Information: Wayne Garland at wacgarland@chartertn.net

Kingsport Senior Center

Address: 1200 East Center Street, Kingsport, TN 37660

Website: <http://seniors.kingsporttn.gov/>

Description: The Kingsport Senior Center is dedicated to enriching the quality of life for seniors in Kingsport and the surrounding areas.

Special Requirements for Placement: Please inquire about special requirements for placement during the initial contact.

Contact Information: Amber Quillen, Program Leader, at amberquillen@kingsporttn.gov or (423) 392-8402

Kingsport Service Center of the U.E.T.H.D.A.

Address: 301 Louis Street, Kingsport, TN 37662

Website: <http://uethda.org/>

Description: The mission of the Upper East Tennessee Human Development Agency, Inc. (U.E.T.H.D.A.) is to provide education, direction, and support to individuals, families, and organizations in order to strengthen and stabilize the community through the collaborative efforts of agency programs and cooperative partnerships.

Special Requirements for Placement: Please inquire about special requirements for placement during the initial contact.

Contact Information: Carrie Lee Cash, Coordinator, at CCash@uethda.org or Stacy Watterson, Assistant, at SWaterson@uethda.org. The phone number for the site is (423) 247-5149.

Lake Terrace Head Start

Address: 2450 Mint Hill Road, Johnson City, TN 37601

Website: <http://uethda.org/education/>

Description: Head Start is a federally funded program designed for at-risk children and their families. Head Start works with 3 and 4 year old youth to prepare them for entering kindergarten. The agency covers eight counties in Northeast Tennessee and serves over 1,000 children and families.

Special Requirements for Placement: Please inquire about special requirements for placement during the initial contact.

Contact Information: Bethany Bowers, Teacher, at (423) 282-8160 or bbowers@uethda.org

Lee Family Learning Center

Address: 651 Dale Street, Apartments 2 and 3, Kingsport, TN 37660

Website: http://www.kingsporthousing.org/?page_id=158

Description: The Lee Family Learning Center is part of the Kingsport Housing and Redevelopment Authority and offers a family education program designed to intervene and prevent the continuing cycle of under-education that is repeated in many families from generation to generation. They teach life skills and healthy living, and provide mentoring classes, after-school and summer programs, homework help, GED preparation, a computer lab, scholarship programs, and many other opportunities to low income families.

Special Requirements for Placement: Please inquire about special requirements for placement during the initial contact.

Contact Information: Sherrie Whisnant, Coordinator, at (423) 392-2531 or (423) 245-0135 or sherriewhisnant@kingsporthousing.org

Legal Aid of East Tennessee

Address: 311 West Walnut Street, Suite #100, Johnson City, TN 37604

Website: <http://www.laet.org/>

Description: It is the mission of Legal Aid of East Tennessee to ensure justice for older individuals, those who have been abused, and individuals of lower income status by providing a broad scope of civil legal assistance and advocacy.

Special Requirements for Placement: Please inquire about special requirements for placement during the initial contact.

Contact Information: Deborah Yeomans-Barton at (423) 928-8311 or 1-800-821-1312 ext. 1309 or dyeomans@laet.org

Life Care Center of Elizabethton

Address: 1641 Highway 19 E, Elizabethton, TN 37643

Website: <http://lifecarecenterofelizabethton.com/>

Description: The Life Care Center of Elizabethton provides short-term rehabilitation, long-term care, and post-operative recovery.

Special Requirements for Placement: All students must fulfill all requirements for placement through the Corporate Office in Cleveland, Tennessee. Please inquire about additional requirements for placement during the initial contact.

Contact Information: Angi Bradnan, Executive Director, at (423) 542-4133

Madison County Group Home

Address: 36 Mountain Heights Avenue, Hot Springs, NC 28743

Website: <https://madisoncountygrouphome.wordpress.com/>

Description: Madison County Group Home provides an empowering environment for individuals with mild to moderate intellectual disabilities to learn self-help, social, and academic skills with a goal of increased independence.

Special Requirements for Placement: Students are required to have CPR and First Aid training and complete a background check and driver's license check. Please inquire about additional requirements for placement during the initial contact.

Contact Information: Barbara Wrenn, Executive Director, at (828) 622-3332 or mcqhnc@gmail.com

Mini Miracles Pediatric Therapy, PLLC

Address: 2114 East Fairview Avenue, Johnson City, TN 37601

Website: <https://www.minimiraclespllc.com/>

Description: Mini Miracles was born out of a deep desire to serve children with special needs, to enable them to succeed in all areas of life by teaching them skills and strategies needed to go through life with confidence. Occupational therapy, physical therapy, speech therapy, counseling services, and educational services are provided on site.

Special Requirements for Placement: Students are required to have CPR certification and proof of liability insurance. Students will be approved through an interview process. Students who are interested should send an updated resume to Natasha Siepert. Please inquire about additional requirements for placement during the initial contact.

Contact Information: Natasha Siepert, Office Manager/Internship Supervisor, at (423) 928-6464 or natasha.siepert@minimiraclespllc.com

Ministerial Association Temporary Shelter (M.A.T.S.)

Address: 733 West Main Street, Morristown, TN 37814

Website: <http://www.matstn.com/>

Description: MATS is a faith-based organization that provides temporary shelter, meals, assistance finding employment, case management, and education to individuals who are homeless.

Special Requirements for Placement: Please inquire about special requirements for placement during the initial contact.

Contact Information: Dr. Gary Brewster, Executive Director, at (423) 736-5407 or directorofmats@gmail.com

Mount Rogers Regional Adult Education Program

Address: One Partnership Circle, Abingdon, VA 24210

Website: <https://sites.google.com/view/mrraep>

Description: The Mount Rogers Regional Adult Education Program provides support for adult education and literacy services through the coordination and facilitation of various programs. They serve Washington, Bland, Carroll, Grayson, Smyth, and Wythe counties in Virginia as well as the cities of Bristol and Galax.

Special Requirements for Placement: Please inquire about special requirements for placement during the initial contact.

Contact Information: Shirley Carlson, Regional Program Manager, at (276) 619-4396 or mrraepweb@gmail.com

Mountain Youth Academy

Address: 332 Hospital Road, Mountain City, TN 37683

Website: <https://www.mountainyouthacademy.net/>

Description: Mountain Youth Academy provides residential treatment for boys and girls ages 7 to 18.

Special Requirements for Placement: Please inquire about special requirements for placement during the initial contact.

Contact Information: Kathy Smith, Director of Human Resources, at (423) 727-9898 or kathy.smith@uhsinc.com

Niswonger Children's Hospital

Address: 400 North State of Franklin Road, Johnson City, TN 37604

Website: <https://www.balladhealth.org/children>

Description: The Niswonger Children's Hospital may provide the ideal placement for students who are interested in becoming a Child Life Specialist.

Special Requirements for Placement: Please inquire about special requirements for placement during the initial contact.

Contact Information: Amanda Ward, Child Life Manager, at (423) 431-6895 or amanda.ward@balladhealth.org

October Road, Inc.

Address: 119 Tunnel Road, Suite D, Asheville, NC 28805

Website: <http://www.octoberroadinc.net/>

Description: October Road, Inc. provides mental health and substance abuse treatment. They serve Buncombe, Henderson, Madison, Yancey, and Mitchell counties. There is also an October Road, Inc. location in Mars Hill.

Special Requirements for Placement: Please inquire about special requirements for placement during the initial contact.

Contact Information: Glen Crider, Program Director, at (828) 350-1000 or gcrider@octoberroadinc.com

Of One Accord Ministry

Address: 306 East Main Street, Rogersville, TN 37857

Website: <http://www.ofoneaccordministry.org/>

Description: Of One Accord Ministry is a faith-based organization that provides food pantries, a senior hot meals program, a summer feeding program, a medical clinic, and thrift stores through three centers that serve Hawkins and Hancock counties.

Special Requirements for Placement: Please inquire about special requirements for placement during the initial contact.

Contact Information: Gerald Maher at (423) 921-8044 or mahergerald@yahoo.com. If students are interested in volunteering with Of One Accord Ministry, they can also call (423) 272-4626 or email ofoneaccord@gmail.com.

People Incorporated of Virginia

Address: 1173 West Main Street, Abingdon, VA 24210

Website: <http://www.peopleinc.net/>

Description: The mission of People, Inc. is to provide opportunities for economically disadvantaged people to improve their lives, their families, and their communities. They accomplish this through 30 programs that serve Buchanan, Dickenson, Russell, Washington, Shenandoah, Clarke, Warren, Page, Frederick, Culpeper, Fauquier, Rappahannock, and Prince William counties and the cities of Bristol, Manassas, and Manassas Park.

Special Requirements for Placement: If working with children while at the site, students must complete a background check. Please inquire about additional requirements for placement during the initial contact.

Contact Information: Call the main number at (276) 623-9000 or email at info@peopleinc.net. Students can also apply for volunteer opportunities by clicking the "Connect" tab on the website, then "Volunteer", and providing the information requested.

Pinecrest Head Start

Address: 500 Angel Place, Johnson City, TN 37601

Website: <http://uethda.org/education/>

Description: Head Start is a federally funded program designed for at-risk children and their families. Head Start works with 3 and 4 year old youth to prepare them for entering kindergarten. The agency covers eight counties in Northeast Tennessee and serves over 1,000 children and families.

Special Requirements for Placement: Please inquire about special requirements for placement during the initial contact.

Contact Information: Sharon Malone, Team Leader, at (423) 384-3816 or pinecrest@uethdahs.com. The main number for the site is (423) 929-1781.

Planned Parenthood (Asheville Health Center)

Address: 68 McDowell Street, Asheville, NC 28801

Website: <https://www.plannedparenthood.org/>

Description: Planned Parenthood is one of the nation's leading providers of high-quality, affordable health care, and the nation's largest provider of sex education. Planned Parenthood serves individuals with or without insurance.

Special Requirements for Placement: Please inquire about special requirements for placement during the initial contact.

Contact Information: Call (828) 252-7928

Power of Performing Arts (POP Arts)

Website: <https://www.facebook.com/POP-Arts-Power-of-Performing-Arts-105340276211198/>

Description: POP Arts is an inclusive performing arts program that includes individuals with and without disabilities, ages 5-30. The mission of POP Arts is to inspire the performer in all of us.

Special Requirements for Placement: Students are required to complete a background check, to send Dr. Chambers an updated resume, and to participate in an interview prior to placement. Students who are placed with POP Arts may find that they can also accrue hours through Turning Pages Together, the Friends of Lazarus Reading Program, and the Friends of Lazarus Job Program. Please inquire about additional requirements for placement during the initial contact.

Contact Information: Dr. Cynthia Chambers at poparts@etsu.edu (preferred) or (423) 439-7586

Project Access

Address: 926 W. Oakland Avenue, Suite #222, Johnson City, TN 37604

Website: <http://www.projectaccesseasttn.org>

Description: Project Access is a local non-profit agency in Johnson City that coordinates donated specialty medical care for people who are uninsured. Participating providers refer patients that have an urgent or emergent medical need, are low income, and have no health insurance. The team at Project Access then screens patients for eligibility and attempts to connect them to the appropriate resource. They also provide social service resource information as well.

Special Requirements for Placement: Students are required to send Andréa an updated resume. After this information has been reviewed, students may be invited to participate in an interview.

Contact Information: Andréa Brady, Lead Care Manager, (423) 232-6700 extension 105, or Andrea@projectaccesseasttn.org

Red Legacy Recovery

Address: 713 East Elk Avenue, Elizabethton, TN 37643

Website: <https://www.facebook.com/RedLegacyRecovery/>

Description: The services provided at Red Legacy are designed to support women in any stage of recovery. These services include group meetings to discuss recovery and life skills, transportation to adjunct services, case management, and opportunities for community service through the Red Legacy Thrift Store.

Special Requirements for Placement: Please inquire about special requirements for placement during the initial contact.

Contact Information: Carolyn Shrader, Director, at (423) 213-9290 or info@redlegacyrecovery.com or Traci Campbell, Case Manager, at (423) 470-6051 or RLRCasemanager@gmail.com

Retired Senior Volunteer Program

Website: <http://uethda.org/senior-services/#rsvp>

Description: The Retired Senior Volunteer Program, within the Upper East Tennessee Human Development Agency, provides opportunities for people 55 years of age and older to make a difference in their communities through volunteer service. There are RSVP agency locations in Carter, Greene, Hancock, Hawkins, Johnson, Sullivan, Unicoi, and Washington counties.

Special Requirements for Placement: Please inquire about special requirements for placement during the initial contact.

Contact Information: Donna Pearce at (423) 246-6180 extension 3750

Rise Up!

Address: 1500 East Millard Street, Johnson City, TN 37601

Website: <http://riseupforkids.com/>

Description: Rise Up! is a non-profit, faith-based organization that strives to meet the physical, spiritual, and emotional needs of under-resourced youth in Johnson City through mentoring, small groups, and after-school programs. Services include one-on-one mentoring, facilitating character-building small groups at local schools, and an after-school program. The after-school program includes assistance with homework, snacks and a meal, academic enrichment opportunities, and fun time for children in kindergarten to 6th grade.

Special Requirements for Placement: Please inquire about special requirements for placement during the initial contact.

Contact Information: Hannah Williams, After-School Program Coordinator, at (423) 610-1242 or hannah@riseupforkids.com

Roby Fitzgerald Adult Center

Address: 203 North College Street, Greeneville, TN 37745

Website: <http://www.greenevilletn.gov/?DivisionID=13581&DepartmentID=17301&ToggleSideNav=ShowAll>

Description: The Roby Fitzgerald Adult Center is a multipurpose center that provides a single point of services to individuals 60+ years of age. These services include transportation, nutrition, natural support services, and leisure time activities, all of which are designed to promote the wellbeing of seniors in Greene County.

Special Requirements for Placement: Please inquire about special requirements for placement during the initial contact.

Contact Information: Glenda Blazer, Director, at (423) 639-3128 or (423) 639-3129 or via email through the website

Safe Passage Domestic Abuse Shelter

Address: P.O. Box 162, Johnson City, TN 37605

Description: Safe Passage is an emergency shelter serving approximately 150 domestic violence survivors from Johnson City, Washington County, and surrounding counties each year. The shelter provides a safe, secure, and confidential haven for victims where they can learn about domestic violence and its effect on the family. A 24-hour hotline (423-926-SAFE (7233)) is available for domestic violence victims in need of crisis intervention.

Special Requirements for Placement: Please inquire about special requirements for placement during the initial contact.

Contact Information: Lynn Armstrong, Director, at (423) 232-8920 or safepassageinfo@fthra.org

Second Harvest Food Bank of Northeast Tennessee

Address: 1020 Jericho Drive, Kingsport, TN 37663

Website: <https://netfoodbank.org/>

Description: The mission of Second Harvest Food Bank is to feed the hungry by soliciting and judiciously distributing food and grocery products to non-profit agencies that provide services to individuals in need across the eight-county region of Northeast Tennessee.

Special Requirements for Placement: Please inquire about special requirements for placement during the initial contact.

Contact Information: Tammy Laney or Jon Grim, Volunteer Coordinators, at (423) 279-0430 extension 225 or volunteers@netfoodbank.org

Sexual Assault Center of East Tennessee

Address: Family Justice Center, 196 Montgomery Street, Johnson City, TN 37604

Website: <https://www.mcnabbcenter.org/sacet>

Description: The Sexual Assault Center of East Tennessee provides victim advocacy, therapy, and education/outreach to Johnson City and the surrounding areas. Advocacy assistance includes accompaniment during forensic exams, police interviews, legal appointments, and court proceedings; assistance filling compensation applications and petitions for orders of protection; and support throughout the criminal justice process. Therapy services include individual and child play therapy for primary and secondary victims of all ages. The Education/Outreach Department provides professional trainings, education, and outreach to various community members. The mission of this agency is to improve the lives of the people they serve.

Special Requirements for Placement: Students must complete a background check. Additionally, students should have an updated resume, proof and verification of an academic degree, and a valid driver's license for a Department of Motor Vehicles (DMV) report. Please inquire about additional requirements for placement during the initial contact.

Contact Information: Catherine Oaks, Assistant Director of Victim Services, at (865) 558-9040 extension 1141 or catherine.oaks@mcnabb.org

Shepherd's Inn

Address: Undisclosed Location in Elizabethton, TN

Description: Shepherd's Inn is a safe house/emergency shelter for women and children from domestic violence situations, or those who are temporarily homeless.

Special Requirements for Placement: Students must complete a background check. Students should also have ample computer skills and an updated resume. Please inquire about additional requirements for placement during the initial contact.

Contact Information: Dr. Paul Gabinet, Director, at (423) 542-0180 or paulggabinet@gmail.com

Slater Community Center

Address: 325 McDowell Street, Bristol, TN 37620

Website: <http://www.bristoltn.org/212/Senior-Programs>

Description: The Slater Community Center provides senior services to individuals 50 years of age and older. Integrative and innovative programs are used to meet the physical, social, emotional, and educational needs of senior adults.

Special Requirements for Placement: Please inquire about special requirements for placement during the initial contact.

Contact Information: Mallory Cross at mcross@bristoltn.org or (423) 764-4012

Small Miracles Therapeutic Equestrian Center, Inc.

Address: 1026 Rock Springs Drive, Kingsport, TN 37664

Website: <http://www.small-miracles.org/>

Description: Small Miracles Therapeutic Equestrian Center, Inc. is a faith-based, nonprofit corporation designed to enhance the physical, emotional, social, and cognitive growth of individuals with special needs through equine-assisted activities and therapies.

Special Requirements for Placement: Please inquire about special requirements for placement during the initial contact.

Contact Information: Sherri Russell, Executive/Program Director, at (423) 349-1111 or sherrism13@gmail.com

Southern Appalachian Ronald McDonald House

Address: 418 N. State of Franklin Road, Johnson City, TN 37604

Website: <https://www.rmhsa.org/>

Description: The Southern Appalachian Ronald McDonald House provides a temporary home-away-from-home for children and families of seriously ill children throughout the Southern Appalachian region. Forty counties located throughout Northeast Tennessee, Southwest Virginia, and Eastern Kentucky, covering a 125 mile radius outside of the city limits of Johnson City, are served by the site.

Special Requirements for Placement: Students can apply for a placement through the website by clicking the "Volunteers" tab.

Contact Information: Leah Holt, Director of House Operations, at (423) 975-5437 extension 352 or rmhouse418@rmhsa.org

Sunrise Community of East Tennessee

Address: 1705 West Main Street, Greeneville, TN 37743

Website: <https://sunrisegroup.org/locations/tennessee>

Description: The Sunrise Community of East Tennessee provides people with disabilities the assistance and support necessary to enable them to live valued lives in the community.

Special Requirements for Placement: Please inquire about special requirements for placement during the initial contact.

Contact Information: Stacy Songer at (423) 636-1333 extension 319 or ssonger@sunrisegroup.org

Support and Training for Exceptional Parents, Inc. (STEP, Inc.)

Address: 712 Professional Plaza, Greeneville, TN 37745

Website: <http://www.tnstep.org/>

Description: The mission of STEP is to empower parents through information, training, and support services to become effective partners with professionals in planning appropriate educational programs for their children with disabilities. STEP services are free and available to any parent or family member of a student receiving special education services or who may need special help under the Individuals with Disabilities Education Act (IDEA), and who also reside in Tennessee. STEP's headquarters are in Greeneville, however, there are also offices in Middle (Nashville) and West (Memphis) Tennessee.

Special Requirements for Placement: Please inquire about special requirements for placement during the initial contact.

Contact Information: Karen Harrison, Executive Director, at (423) 639-0125 extension 11 or director@tnstep.org

Susan G. Komen-Tri-Cities Affiliate

Address: 301 Louis Street, Suite 304, Kingsport, TN 37660

Website: <https://komeneasttennessee.org/tri-cities/>

Description: Susan G. Komen's mission is to save lives and end breast cancer by empowering others, ensuring quality care for all, and energizing science to find a cure.

Special Requirements for Placement: Please inquire about special requirements for placement during the initial contact.

Contact Information: Amy Dunway, Executive Director, at (423) 765-9313 extension 1 or info@komentricities.org.

Tennessee Nutrition and Consumer Education Program (TNCEP)

Address: 824 East Elk Avenue, Elizabethton, TN 37643

Website: <https://ag.tennessee.edu/fcs/Pages/Food/TNCEP.aspx>

Description: TNCEP is a free nutrition education program to help limited income families eat better for less through programs such as their 4-H Program, Agriculture Program, and Family and Consumer Science Programs.

Special Requirements for Placement: Please inquire about special requirements for placement during the initial contact.

Contact Information: M. Vickie Clark, Extension Agent III/County Director, at (423) 542-1818 or mclark@utk.edu

The Arc of Washington County

Address: 110 East Mountcastle Drive, Johnson City, TN 37601

Website: <http://www.arcwc.org/>

Description: The Arc of Washington County creates partnerships that foster nurturing communities where people with developmental disabilities can live their vision of a valued life.

Special Requirements for Placement: Please inquire about special requirements for placement during the initial contact.

Contact Information: Kim Reid, Human Resources, at (423) 928-9362 or kim@arcwc.org

The Community Center of Abingdon

Address: 300 Senior Drive NE, Abingdon, VA 24210

Website: <https://thecommunitycenterofabingdon.com/>

Description: The Community Center of Abingdon serves all of Abingdon and Washington County (VA) to help build a stronger community through educational, recreational, and social activities.

Special Requirements for Placement: Please inquire about special requirements for placement during the initial contact.

Contact Information: Nathalie Graham, Executive Director, at director@thecommunitycenterofabingdon.com or (276) 628-3911

The Humane Society of Washington County

Address: 2101 West Walnut Street, Johnson City, TN 37604

Website: <http://hswctn.org/>

Description: The Humane Society of Washington County is a nonprofit group concerned with making our community a better place for animals and their human companions.

Special Requirements for Placement: Please inquire about special requirements for placement during the initial contact.

Contact Information: Melissa Williams, Program Assistant and Volunteer Coordinator, at (423) 926-8933 or melissa@hswctn.org.

Students can also apply to volunteer by clicking the "How to Help" tab at the top of the website and then "Volunteer". Students can click "Apply Now" to apply to be a volunteer.

The River Ministry for Women

Address: 125 West Main Street, Johnson City, TN 37604

Website: <https://fpcjc.org/the-river/>

Description: The River is a faith-based program that provides a place where women meet to listen, learn, laugh, and wash clothes.

Women may wash two loads of laundry per day for a quarter total on a first-come, first-served basis. The River provides all the laundry supplies. Women may take showers, and towels and toiletries are provided.

Special Requirements for Placement: Please inquire about special requirements for placement during the initial contact.

Contact Information: Stacy Larsen, Executive Director, at (423) 926-8111 or (423) 557-7675 or stacyllarsen@gmail.com

The Salvation Army of Johnson City

Address: 204 West Walnut Street, Johnson City, TN 37605

Website: <http://salvationarmytennessee.org/johnson-city/>

Description: The Salvation Army of Johnson City is a faith-based organization that provides programs designed to meet human needs. These programs provide shelter, food, social services, and youth activities, among others.

Special Requirements for Placement: Please inquire about special requirements for placement during the initial contact.

Contact Information: Contact Michael Cox at (423) 926-2101 or michael.cox@uss.salvationarmy.org

Turning Pages Together

Address: Various Locations in the Community

Website: <https://www.facebook.com/Turning-Pages-Together-151816834834281/>

Description: Turning Pages Together aims to provide inclusive book clubs for adults with intellectual and developmental disabilities.

These book clubs meet at various locations within the community. Participants read on the spot (not prior to meeting).

Special Requirements for Placement: Students are required to send an updated resume to Dr. Chambers and to participate in an interview prior to placement. Students who are placed with Turning Pages Together may find that they can also accrue hours through the Friends of Lazarus Job Program, the Friends of Lazarus Reading Program, and POP Arts. Please inquire about additional requirements for placement during the initial contact.

Contact Information: Dr. Cynthia Chambers at poparts@etsu.edu (preferred) or (423) 439-7586

Unicoi County Family YMCA

Address: 601 Love Street, Erwin, TN 37650

Website: <http://www.ucfymca.org/>

Description: The Unicoi County Family YMCA provides recreational and educational programs for children and adults located in the Erwin and Unicoi areas. Services include sports programs, childcare programs, swim lessons, and other programs.

Special Requirements for Placement: Please inquire about special requirements for placement during the initial contact.

Contact Information: Gavin Whitson, Program Director, at ucfymca.program@gmail.com

United Way of Washington County Tennessee

Address: 926 West Oakland Avenue, Suite #214, Johnson City, TN 37602

Website: <https://www.unitedwayofwashingtoncountyttn.org/>

Description: The mission of the United Way of Washington County Tennessee is to improve people's lives by mobilizing the caring power of communities to help children and youth succeed, strengthen and support families, promote self-sufficiency, build vital and safe neighborhoods, and support vulnerable and aging populations.

Special Requirements for Placement: Please inquire about special requirements for placement during the initial contact.

Contact Information: Kristan Ginnings, President and CEO, at (423) 282-5682

Washington County (TN) Coordinated School Health

Website: <https://www.wcde.org/domain/56>

Description: The Washington County Coordinated School Health Program is designed to eliminate health-related barriers to education through eight components – health education, physical education/physical activity, health services, nutrition services, health promotion for staff, counseling and psychological services, creating a healthy school environment, and student/parent/community involvement.

Special Requirements for Placement: Students will be required to complete a background check. Please inquire about additional requirements for placement during the initial contact.

Contact Information: Kelly Wagner, Coordinator, at csh@wcde.org or (423) 434-4920

Washington County (VA) Department of Social Services

Address: 15068 Lee Highway, Suite #100, Bristol, VA 24202

Website: <https://www.washcova.com/government/board-of-social-services/>

Description: The Washington County Department of Social Services provides services to individuals and families of all ages. They also provide emergency financial assistance.

Special Requirements for Placement: Students will be required to complete a background check and child protective service inquiry. Preference will be given to residents of Washington County, Virginia. Please inquire about additional requirements for placement during the initial contact.

Contact Information: Kathy Johnson, Director, at (276) 645-5000

Washington County-Johnson City Animal Shelter

Website: <http://wcjcanimalshelter.org>

Description: The Washington County-Johnson City Animal Shelter provides a soft bed, food, comfort, medical evaluations, medical treatment, vaccinations, and behavioral testing to animals who are lost, surrendered, neglected, or mistreated. They also place animals who can humanely and safely be adopted into loving homes.

Special Requirements for Placement: Please inquire about special requirements for placement during the initial contact.

Contact Information: Cara Ledbetter, Executive Director, at (423) 737-6820 or cara.ledbetter@wcjcanimalshelter.org

Washington County-Johnson City Health Department

Address: 219 Princeton Road, Johnson City, TN 37601

Website: <http://www.washingtoncountyttn.org/node/179>

Description: The Washington County-Johnson City Health Department provides a variety of services and resources to residents in the surrounding communities. General services include dental health services, environmental health, primary care, health promotion, immunizations, and nutrition education. Children's services include Child Health and Development, Children's Special Services, TENNder Care, HUGS, phenylketonuria and thyroid testing, and sickle cell screening. Women's services include the Tennessee Breast and Cervical Program, family planning, pregnancy testing, prenatal care and education, and Women, Infants, and Children (WIC).

Special Requirements for Placement: Please inquire about special requirements for placement during the initial contact.

Contact Information: Christen Minnick, Director, at christen.minnick@tn.gov or (423) 975-2200

Washington County (TN) Service Center of the U.E.T.H.D.A.

Address: 125 East Jackson Blvd, Suite #11A, Jonesborough, TN 37659

Website: <http://uethda.org/>

Description: The mission of the Upper East Tennessee Human Development Agency, Inc. (U.E.T.H.D.A.) is to provide education, direction, and support to individuals, families, and organizations in order to strengthen and stabilize the community through the collaborative efforts of agency programs and cooperative partnerships.

Special Requirements for Placement: Please inquire about special requirements for placement during the initial contact.

Contact Information: Kimberly Moore, Coordinator, at KMoore@uethda.org or Donna Banner, Assistant, at DBanner@uethda.org. The phone number for the site is (423) 753-3097.

Youth Villages

Address: Various Locations throughout Tennessee and North Carolina

Website: <https://www.youthvillages.org/>

Description: Youth Villages provides help for children and young people who face a wide range of emotional, mental, and behavioral problems. The services that are available depend on the site, however, they could include residential treatment, intensive in-home treatment, YVLifeSet, foster care and adoption, and specialized crisis services and crisis support.

Special Requirements for Placement: Students who are interested in competing their field experience at Youth Villages should go to <https://www.youthvillages.org/careers/internships/#sthash.dtO0wha8.dpbs> for more information. Students will be provided an opportunity search for available placements and apply through the website. The application will then be reviewed by Youth Villages, and students will be contacted to schedule an interview. If selected for a placement, students will be required to complete a background check, fingerprinting, and an employee orientation prior to beginning their on-site work. Students are encouraged to begin the application process early as it can be very time consuming.

Contact Information: Jackie Sutton, Recruiting Supervisor, at (615) 250-7299 or www.youthvillages.org