

## Supervised Field Placement/Agency History

**Agency/Organization:** Matthews School

**Address:** 615 Chase Ave. Greenwood, SC.

**Phone:** 941-5680

**Contact Person:** Contact students with excessive absence with a home visit. Make home visits to speak with parents who do not respond to initial contacts by teachers, nurse, or principal. Transport students and as needed their parents to appointments for mental health, counseling, or medical doctor. Maintain homeless list for school, and refer, follow up to meet the needs of the Matthew students.

**Hours of Operation:** 7:30-3:30 Monday-Friday

**Population Served:** Matthews's students and families

**Cost to Clients:** Free

**Funding Sources:** State school funds

**Intern job Description:** make phone calls to parents whose children are absent from school, greet parents of tardy students and get them to sign in, Call students who are absent by telephone.

**Special requirements for student interns:** No

**Sled Checks:** yes

**Immunizations:** yes