

CHAPTER Human Resources	CHAPTER 05	SECTION 001	SUBJECT 180
SECTION Personnel		DESCRIPTION Volunteers, Students, and Interns	
WRITTEN BY Michael K. Vizena, M.B.A. Executive Director	REVISED BY Amy Morrison, B.S. Human Resources Manager	AUTHORIZED BY Brooke Sankiewicz, LMSW, CADC CEO	

APPLICATION:

<input checked="" type="checkbox"/> CMH Staff	<input type="checkbox"/> Board Members	<input type="checkbox"/> Provider Network	<input type="checkbox"/> Employment Services Providers
<input type="checkbox"/> Employment Services Provider Agency	<input type="checkbox"/> Independent Contractors	<input checked="" type="checkbox"/> Students	<input checked="" type="checkbox"/> Interns
<input checked="" type="checkbox"/> Volunteers	<input type="checkbox"/> Persons Served		

POLICY:

Lapeer County Community Mental Health (LCCMH) supports an environment for volunteers, students, and interns to enhance the persons served recovery experience.

STANDARDS

- A. LCCMH utilizes volunteers, students, and interns whenever possible as an adjunct to services provided by LCCMH Staff, Employment Service Providers, and Independent Contractors.
 - 1. Volunteers and students may be used to help meet basic needs for social interaction, self-esteem, and self-fulfillment for persons served as well as for certain clerical functions. Volunteers and students may support the treatment team and act in the capacity of a “natural support”.
 - 2. Interns may be used as members of treatment teams to supplement the total treatment program.

CHAPTER Human Resources	CHAPTER 05	SECTION 001	SUBJECT 180
SECTION Personnel		DESCRIPTION Volunteers, Students, and Interns	

- B. The policy of equal employment opportunities for all persons regardless of sex, race, color, creed, national origin, age, sexual orientation, spiritual beliefs, socioeconomic status, language, or handicapping conditions applies to volunteer, student and intern selection.

PROCEDURES:

- A. The Human Resources (HR) Manager serves as the coordinator for students, interns and volunteers. The coordinator:
1. Reviews all requests for interns, volunteer activities, and student placements.
 - a. Volunteers and interns must be at least 18 years of age.
 - b. If a volunteer or student is under the age of 18, a request can be made to the HR Manager. Exceptions may include but are not limited to school clubs, community clubs, or high school internships.
 2. Informs staff of available students, interns or volunteers, and suggests possible placements within the agency.
 3. Recruits, selects, coordinates orientation and training, and assures ongoing supervision of the student, intern, or volunteer.
 4. Supervises completion of forms and the following procedures:
 - a. The student, intern, or volunteer has been interviewed by at least one staff member from the unit where they will be working.
 - b. A staff member from the program utilizing the student's, intern's, or volunteer's services has been assigned to provide ongoing supervision.
 - c. The student, intern, or volunteer has received a copy of LCCMH Form #143 Confidentiality Statement/Protected Health Information, and signed the receipt form.
 - d. A volunteer, student, or intern does not have access to files of persons served without prior permission of their immediate supervisor or the Chief Executive Officer.

CHAPTER Human Resources	CHAPTER 05	SECTION 001	SUBJECT 180
SECTION Personnel		DESCRIPTION Volunteers, Students, and Interns	

- e. The student, volunteer, or intern has completed LCCMH Form #142 Student, Intern, Volunteer Information and LCCMH Form #280 Criminal Conviction/Driving Records History Consent.
- f. The intern has participated in the new hire orientation.
- g. The student, intern, or volunteer participates in program activities consistent with all agency policies and procedures. Failure to do so leads to necessary corrective action, up to and including dismissal. Corrective action is consistent with the nature of the offense.
- h. The supervision of the student, intern, or volunteer is on a regular, consistent basis by the designated supervisor of each department.
- i. Interns must document contacts with persons served in the chart of the person served according to agency procedures. All documentation is cosigned by the supervising clinician.
- j. A personnel folder containing the above items is maintained for each student, intern, or volunteer and kept in the Human Resources Department.
- k. Malpractice insurance is provided for volunteers performing professional responsibilities. Except for acts of gross negligence or intentional acts committed by the volunteer, LCCMH assumes full liability for the actions affecting persons served or property, or for the actions affecting any other property or person while performing officially sanctioned duties of LCCMH by any volunteer officially recognized by the Board.
- l. The HR Manager verifies liability insurance for interns is provided by the educational institution while coordinating the agency placement.

B. Reimbursement/Remuneration

- 1. Students, interns, and volunteers are reimbursed for approved expenditures when approved by the supervisor for special supplies, meal costs, admission costs, etc. when accompanying persons served on group activities or other activities in conjunction with agency activities.

CHAPTER Human Resources	CHAPTER 05	SECTION 001	SUBJECT 180
SECTION Personnel		DESCRIPTION Volunteers, Students, and Interns	

- a. A student, intern, or volunteer conducting agency business in their own vehicle is reimbursed at the current travel reimbursement rate. See LCCMH Policy 08.002.10 Vehicle Operations and Maintenance.
- b. Reimbursement requests are to be submitted on the standard expense voucher and are to be reviewed by the student's, intern's, or volunteer's supervisor.
- c. The type of remuneration, if any, may vary with the category.

DEFINITIONS:

Intern: Individuals who are receiving on the job training for white collar and professional careers. Positions may be paid or unpaid.

Student: Individuals who are in school and are participating/working/ learning as part of school program at LCCMH Buildings and locations.

Volunteer: Individual working on behalf of others without being motivated by financial or material gain.

REFERENCES:

LCCMH Form #143 Confidentiality Statement/Protected Health Information
LCCMH Form #142 Student, Intern, Volunteer Information
LCCMH Form #280 Criminal Conviction/Driving Records History Consent
LCCMH Policy 08.002.10 Vehicle Operations and Maintenance

AM:lr

This policy supersedes
#09/07017 dated 09/20/2007.
