

# Stark County Board of Developmental Disabilities

Policy 4.05 Volunteers, Interns and Practicum Students	Effective: 2/28/20
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## VOLUNTEERS, INTERNS AND PRACTICUM STUDENTS

### POLICY

The Board recognizes that volunteers, interns and practicum students are a valued part of the programs for people with developmental disabilities. However, they are not to be counted in the staffing ratio for direct service staff. Volunteers are encouraged to add their talents, expertise and assistance to program staff by providing the extra personal touch so important to our clients. The Superintendent shall approve all policies and proposals relating to volunteers. Volunteers shall not be used in place of employed staff. Volunteers, interns and practicum students are not authorized to act as representatives of the Board. The Communications Manager shall be responsible for volunteer orientation and training. The supervision of volunteers shall be provided by the program to which they are assigned.

The Communications Manager will be responsible for recruiting volunteers from the community for various functions of the Board. The Communications Manager shall establish volunteer needs from the staff. The separation of a volunteer from service to the Board may be voluntary or upon request by the Communications Manager.

Volunteer Guidelines shall be provided to each volunteer at the time of his or her orientation. Every volunteer is also required to wear an ID badge at all times while serving.

Volunteers will be subject to the same background checks and parameters as employees at the expense of the Board.

Students working under an approved affiliation agreement or on an approved practicum assignment may provide the Board with copies of final investigative reports in lieu of the above. These must be on record prior to beginning all practicum, observation, or intern experiences. Requirements for background investigation and drug screening may be waived at the discretion of the superintendent or designee.

Volunteers are required to notify the Communications Manager if they are charged with a criminal offense. All provisions of Board Policy 4.53 Criminal Offense apply to volunteers. The Superintendent or designee shall determine whether the offense prohibits the volunteer from continuing his/her volunteerism.

Should a volunteer have been convicted of or plead guilty to any of the crimes outlined in the Ohio Administrative Code 5123:2-1-05, he/she shall not be utilized.

<b>Historical Resolution Information</b>		<b>Reviewer(s):</b>
<b>Date</b>	<b>Resolution Number</b>	Director of Human Resources Communications Manager
3/23/13	03-24-13	
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## VOLUNTEERS, INTERNS AND PRACTICUM STUDENTS

### PROCEDURES

#### I. Definitions and Basic Concepts

##### A. Definitions

1. Volunteer - Anyone who, without compensation or expectation of compensation, performs a task at the direction of or on behalf of the Board. This includes, but is not limited to family members, students, staff and interested citizens.
2. Intern or Practicum Student - An individual who is currently enrolled in a college, university, etc. and is interested in completing the school's requirement of field experience by working with the DD population.

##### B. Minimum Requirements for Volunteers, Interns and Practicum Students

1. Must be at least 18 years of age
2. Placements may be contingent upon the receipt of an acceptable background investigation
3. May be asked to provide the Board with references
  - a. [Authorization to Release Employer Reference](#)
  - b. [Employer Reference Form](#)
  - c. [Authorization to Release Personal Reference Form](#)
  - d. [Personal Reference Form](#)
4. Expenses incurred in checking references and background investigations will be covered by the Board. Any physical limitations should be disclosed before beginning the volunteer experience.

##### C. Confidentiality

Volunteers, interns and practicum students are responsible for maintaining the confidentiality of all proprietary information and/or privileged information concerning the individuals served. Volunteers, interns and practicum students having access to records and/or documentation relating to persons served shall sign a [confidentiality agreement](#).

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## II. The Volunteer, Intern and Practicum Student Process

A. Requests to be a volunteer with the Board shall be submitted to the Communications Manager. Requests to be an intern or practicum student with the Board shall be submitted to the Human Resources Director.

### B. Work Description

#### 1. Volunteer, Intern and Practicum Student Assignment

A [work description](#) will be given to each accepted volunteer upon placement.

An intern or a practicum student will be assigned to a specific staff person upon placement. The staff person will be briefed on the specific requirements of the internship and/or practicum.

#### 2. One Time Special Events

All special events which will utilize volunteers shall be registered with the Communications Office. An event coordinator must be identified for each special event/activity and will maintain completed forms. Volunteers must complete the [One Day Event Volunteer Form](#) prior to the event.

### C. Application

1. All volunteers, interns or practicum students will be expected to complete a volunteer application or complete the college's application process for the internship/practicum experience.

- a. [Volunteer Application Form](#)
- b. [Volunteer Agreement Form](#)
- c. [Agency Liability Release Form](#)
- d. [Volunteer Liability Release Form](#)

2. Volunteer groups, either for a single event or for on-going volunteer assignments, shall be asked to register with the Board. Individuals within the group who choose to do additional volunteer work will need to complete a separate application.

### D. Interview

Individual applicants for on-going volunteer, interns and practicum student service shall be interviewed, as appropriate, by the department's representative and/or the requesting staff.

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## E. Background Checks

1. Volunteers, interns and practicum students in assignments that may involve unsupervised access to a child or individual receiving services shall be checked against the six required registries that all employees of the Stark County Board of Developmental Disabilities are checked. In addition, any volunteer, intern, or practicum student will be required to provide a set of fingerprints so that a criminal records check can be performed at Board expense. Intern and practicum students may submit copies of investigative reports processed through their college or university if there is a valid affiliation agreement between the Board and that institution.
2. Volunteers participating in one-time special events **or** not having unsupervised access to a child or individual receiving services may not be required to undergo a criminal background check.

## F. Orientation and Training

1. Selected Volunteers, interns and practicum students may be asked to attend the Board's volunteer orientation as soon as feasible, preferably before the start of the work assignment. If unable or not feasible to attend, the Communications Manager or designee will provide a general orientation to this individual. The orientation shall address at least the following:
  - a. Rights of Individuals Served
  - b. Reporting MUI/UI
  - c. Overview of Stark DD
  - d. Confidentiality
  - e. Universal Precautions
2. Staff who will be supervising volunteers shall have primary responsibility for initial training and site orientation of volunteers assigned to them as needed, and on an ongoing basis as needed. Staff will also train volunteers on how to maintain a [time sheet](#). This is necessary for tracking purposes.

## G. Supervision and Evaluation

The staff person supervising the volunteer, intern or practicum student is responsible for ensuring that they receive information relevant to his/her assignment, monitors the duties and provides [feedback/evaluation](#) to the person as needed.

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## H. Termination of Assignment

1. By the volunteer, intern or practicum student:

Volunteers, interns and practicum students may resign at any time. Volunteers, interns and practicum students are requested to provide advance notice of their departure and a reason for their decision to the supervising staff person. The staff person will then notify the Communications Manager of a volunteer's departure or the Human Resources Director of an intern's or practicum student's departure.

2. By the Board:

Reasons for dismissal of a volunteer, intern or a practicum student may include, but are not limited to: abuse or mistreatment of individuals served or coworkers, gross misconduct or insubordination, being under the influence of alcohol or drugs, theft of property, or misuse of agency equipment or materials, failure to meet standards of performance, unacceptable background check, and failure to perform assigned duties.

## III. Volunteer, Intern and Practicum Student Files

The Communication Department shall maintain secured files for each volunteer and the Human Resources Department shall maintain secured files for each intern and practicum student.