

LCCS POLICY 491

Agency Interns, Preceptees and Volunteers

Original Issue Date:	2/14/2011
Revision Dates:	8/15/14
Revision Number:	5
Current Effective Date:	8/15/14
Obsolete/Combined Date:	Policy #415 College Interns
Reason for Obsolete/Combining:	Broaden scope of policy to incorporate similar screening and processes for interns, Preceptees and volunteers
See new Policy #:	

Scope:	All LCCS Staff, Agency Volunteers/Interns/Preceptors/Preceptees
Responsibility:	Human Resource Division, Directors and Managers of other Divisions who utilize interns/preceptees/volunteers, Public Information Officer (PIO)
Purpose:	To provide agency staff consistent standards in the areas of screening, orienting and overseeing agency interns/preceptees and volunteers.
Legal Cite:	O.R.C. 5103.02, 5103.03, 2151.86 O.A.C. 5101:2-5-09, 5101:2-5-13

POLICY STATEMENT

LCCS promotes the utilization of interns, preceptees, and volunteers.

The methods of utilization of interns/preceptees and volunteers shall provide positive learning experiences in child welfare and support agency operations/community relations.

Interns/preceptees/volunteers shall not displace regular employees.

Confidentiality and safety of families and children LCCS serves, staff, volunteers, interns and preceptees is a paramount consideration in the utilization of volunteers, interns and preceptees.

LCCS does not provide paid internships/preceptorships or volunteer positions unless specifically outlined in a program agreement and approved by the Executive Director of LCCS.

Interns/preceptees/volunteers shall not provide transportation to any person to whom LCCS is providing services or operate county vehicles.

DEFINITIONS

Intern / Preceptee: A student from an accredited school of higher learning who is participating in a closely supervised, practical, professional experience in the furtherance of his/her education.

Volunteer: An individual who freely chooses to provide services without the employee-employer or fee for service independent contractor relationship.

Parent Partnership Program (P-3): These are volunteers within the Community Development Department. There are four (4) types of volunteers, identified from this point forward as P-2s, within this program:

1. **Orienting Parent (OP):** Parents who are beginning to learn the role of Parent Partner Representatives. The OP will take the P-2 core in-services outlined in the in-service section of the P-3 manual; observe two (2) BABF workshop series, and shadow experienced P-2s.
2. **Parent Representative (PR):** Parents who serve on the Parent Advisory Council (PAC) assist with making recommendations to the agency personnel for more positive engagement between staff and families; sit on the Programs and Services committee; may participate in the speaker's bureau, and interact with the Office of Inclusion to address potential concerns related to treatment of families.
3. **Parent Facilitator (PF):** Parents who facilitate Building A Better Future (BABF) curriculum and provide peer support to group participants; train future parent partners on the BABF curriculum; may sit on various agency committees, and recruit new Parent Facilitators and participants to attend the BABF workshops.
4. **Parent Advocate (PA):** Parents who provide support to individual families and attend meetings with LCCS staff, CASA workers, caregivers and other service providers. Advocates will help parents navigate through the child welfare system and attend placement custody conferences, family team meetings and family visits; refer families to Building A Better Future Workshop, and attend court hearings as a support.

PROCEDURE

SCREENING:

General Screening Process

- Training & Development will serve as the point of entry for centralized clearing of all applicants as interns.
- All requests for intern/preceptee and volunteer positions are directed to the appropriate department (i.e. preceptees/volunteers to PIO Department and Parent Partnership participants to Community Development Department).
- Each department is responsible for interview(s) and potential placements of an intern, preceptee, or volunteer experience.

All prospective interns/preceptees and volunteers will complete the following documents:

- Confidentiality and Ethics Pledge

- IPV Release and Waiver of Liability
- Intern, Preceptee or Volunteer (IPV) Agreement

All prospective interns/preceptees and volunteers (**except those volunteers under the direction of the Public Information Officer (PIO) or designee, who have no unsupervised access to children and families served by the agency and who are not left alone with or near confidential materials**), shall complete the following:

- LCCS Authorization for Release of Information, and
- Criminal Background Check.

Note: The PIO or designee reserves the right to request the completion of the items above prior to utilization as a volunteer as deemed appropriate and necessary.

These activities shall be completed prior to final interviews or placement of any interns/preceptees or volunteers.

Presence of any offenses listed in 5101:2-5-09 of the Ohio Administrative Code on the IPV's background check will immediately disqualify the applicant from placement at LCCS or from participation as an intern/preceptee or volunteer in any LCCS program.

P-3 Screening Process:

- Parents are referred through recommendation.
- Parents are cleared in SACWIS and LCCS legacy system to ensure they have had no history within the last eighteen months with the child welfare system.
- Parents will complete a criminal background check. Results are sent and processed through Community Development and the Associate Director of Services.
- A criminal record check and clearing will be processed every two years when parents are on active volunteer status. When on inactive status, clearing and background checks will be reprocessed upon restarting with the P-3 Program
- Parents will attend a parent selection meeting.
- Potential P-2's are notified of final decision regarding their interest in becoming a P-2 within the P-3 Program.

Presence of any of the following offenses listed in 5101:2-5-09 of the Ohio Administrative Code on the IPV's background check will immediately disqualify the applicant from participation in the Parent Partnership Program: R.C. 2905.01, 02, 04, and 05; 2907.02 and 03; R.C. 2907.04 through 08; R.C. 2907.323; and R.C. 2919.23.

ORIENTATION and TRAINING:

- The specific orientation and training requirements for each department shall be reviewed with the intern/preceptee/volunteer by the department manager or designated employee.
- Orientation and training requirements include, but are not limited to, the policies and procedures of the Agency, requirements of the OAC or ORC, or other departmental policies and procedures that may be applicable to the activities of the intern/preceptee or volunteer.

- The manager in the assigned department is responsible to ensure that training and orientation requirements are fulfilled by any intern/preceptee or volunteer assigned within his or her department.

RECORDS:

- Once clearing is completed, all relevant documents shall be maintained in a file for each intern, preceptee or volunteer.
- All records of training/orientation, activities, or other relevant information shall be maintained in the file for each intern/preceptee or volunteer as applicable.
- The files for interns are to be kept in a confidential location within the Human Resources Department or, in the case of P-3, the Community Development Department, or in the Public Information Department, for preceptees and volunteers.

SUPERVISION:

- Interns/preceptees and volunteers work under close supervision.
- The responsibility for oversight of interns/ preceptees and/or volunteers rests with the department manager or designated employee.

CRIMINAL OFFENSE/CONVICTION:

- The intern/preceptee or volunteer must notify the manager within the area to which he/she is assigned within twenty-four hours of any criminal charge brought against him/her.
- Failure to notify the manager within the area to which he/she is assigned within twenty-four hours of any charges, will result in the immediate termination of the intern/preceptee/or volunteer's position with the agency.
- Once notified of any charges, the manager shall contact his/her department director for further instruction regarding the need to temporarily suspend access to the agency or those persons it serves by the intern/preceptee/or volunteer. These decisions are made on a case by case basis; reflect the need to ensure the protection of agency, families, children and staff; and may require consultation with the Director of HR and Executive Director.
- If the charges result in a conviction, the intern/ preceptee or volunteer will notify the manager within the area to which he/she is assigned within twenty-four hours of the conviction. Once notified of any conviction, the manager or designated employee shall contact his/her department director for further instruction regarding the need to temporarily suspend access to the agency or those persons it serves by the intern/preceptee/or volunteer, or terminate the intern/preceptee or volunteer's relationship with the agency. Failure to notify his or her manager or designated employee of any conviction of any criminal offense, will result in the intern's or preceptee's immediate dismissal from the agency, and/or will immediately terminate a volunteer's relationship with the agency.
- Once notified of any conviction, the manager or designated employee shall contact his/her department director for further direction regarding the need to temporarily suspend access to the agency, or to those persons it serves by the intern/preceptee/or volunteer. These decisions are made on a case by case basis; reflect the need to ensure the protection of agency, families, children and staff; and require consultation with the Director of HR and Executive Director.

- The charges of any crimes listed in 5101:2-5-09 of the Ohio Administrative Code while participating in the internship/preceptorship at the agency, will result in the immediate suspension and possible immediate dismissal of the intern or preceptee from the agency, and/or will immediately terminate a volunteer's relationship with the agency. Decisions regarding the dismissal of the intern/preceptee from or the termination of the volunteer's relationship with the agency, shall be made on a case by case basis by the department director, and requires consultation with the Director of HR and Executive Director.
- Conviction of any of the crimes listed in 5101:2-5-09 of the Ohio Administrative Code while participating in the internship/preceptorship at the agency, will result in the immediate dismissal of the intern or preceptee from the agency and/or will immediately terminate a volunteer's relationship with the agency.
- This policy will be provided to and reviewed with the intern/preceptee or volunteer as part of the initial orientation by the appropriate department.

CASE PRACTICE GUIDES

A criminal offense is a violation of any municipal, state, or federal code provision. This includes, but is not limited to, any offense defined in Chapter 29 of the Ohio Revised Code.

A criminal offense for the purposes of this policy may also include any traffic violation more serious than a minor misdemeanor (speeding, failure to follow traffic control devices). These offenses include, but are not limited to: violations of 4511.19 (OMVI), 4511.20 (Reckless Operation), and 4511.75 (Failure to Stop for School Bus).

RELATED POLICIES and FORMS

The following are Agency Policies/State Rules/Laws which, at a minimum, should be reviewed with intern/preceptee/volunteer as applicable to his or her duties:

- **#145 Conflict of Interest**
- **#149 Sharing Information with the Media**
- **#150 Confidentiality and Release of Information**
- **#154 Security and Disposal of Records**
- **# 174 Workplace Violence**
- **#175 Employee Safety**
- **#488 Bias Free Communication**
- **#490 Diversity**
- **#486 Sexual Harassment**
- **ORC Section 2151.421 (Mandated Reporting)**
- **Social Worker NASW Code of Ethics**