

## **VOLUNTEER AND STUDENT INTERN POLICY**

This Agency does not make use of volunteers in its program of services, or as replacements for paid staff. Due to non-voluntary aspect of Child Welfare programs, the Agency does not use volunteers in order to respect and protect the confidentiality of Agency clients.

Trumbull County Children Services is committed to the education of social workers who are interested in the field of child welfare. To assist in the development of these social workers, Trumbull County has developed agreements with local colleges and universities to place social work student interns at the Agency. Interns are not placed as child care staff in any of the Agency's Residential Units and are not used as replacements for paid staff.

All applicants for internships through Trumbull County Children Services who are not Agency Employees shall complete an application to indicate interest in completing their internship at the Agency, as well as to provide basic information about the applicant to the Agency. All interested applicants will complete an interview, with an interviewing committee designated by the Human Resources Department. The Agency's screening process requires the applicant to successfully complete the following, prior to receiving approval to intern at the Agency: criminal background check, fingerprinting, MMPI, and positive references from three sources who are not relatives of the applicant. All interns must also have a valid driver's license and show proof of automobile insurance, which meets the minimum requirements set by Trumbull County, and be available during Agency hours from 8:30 a.m. through 4:30 p.m.

Interns receive a copy of the Agency Personnel Practice Manual and must agree to abide by all Agency rules and policies for employees, especially those related to confidentiality. Also included in this is the expectation that the intern will notify the Agency if they have any criminal charges filed against them during their internship within twenty-four hours of receiving the charges. Failure to notify the Agency will result in immediate dismissal from the Agency. If a student is convicted of any crime, they must also notify the Agency within 24 hours. Failure to do so will mean immediate dismissal of the student intern. Conviction of any crime in rule 5101:2-5-09 while serving as a student intern for the Agency, will result in the immediate dismissal of the student intern from the Agency.

The number of interns the Agency will approve is dependent upon the availability of supervisory staff to meet the developmental and time requirements necessary to provide a good learning experience for the student intern. The Field Supervisor, Department Manager of Administrative Services, and University Field Advisor will meet to develop a learning contract. All learning contracts will include the following:

1. A statement of the student's role and responsibilities,
2. A description of the minimum qualifications the student must possess, and
3. A statement outlining the respective supervisory and evaluation responsibilities of the Agency and the school.

All Learning Contracts will also include an outline of the topics that will be discussed/ covered during orientation/ training, which, at a minimum, will include the following:

1. An over of the Agency's mission and its departments,
2. Confidentiality laws and requirements,
3. The Multiethnic Placement Act and all related rules and policies,
4. Worker safety policies and procedures,
5. Agency and community resources.
6. When deemed appropriate, and/or necessary, by the Field Supervisor, the intern may also be given the opportunity to attend additional ongoing training.

In addition, the schedule and assignments for the student will be agreed upon and addressed during this meeting. The assigned Field Supervisor is responsible to establish an orientation plan for the student and to complete all paperwork as agreed upon with the University. Completion of agreed tasks will be documented and files will be maintained in the Human Resource Office.

Offers of internships in no way imply that a full time position will be available or offered to any student intern. All student interns interested in employment after graduation, must follow the Agency application and interview process.

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