

ST. CLAIR COUNTY COMMUNITY MENTAL HEALTH

ADMINISTRATIVE PROCEDURE

Date Issued **9/24**

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I. APPLICATION:

- ☐ SCCCMH Board
- ☐ SCCCMH Providers & Subcontractors
- ☒ Direct-Operated Programs
- ☐ Community Agency Contractors
- ☐ Residential Programs
- ☐ Specialized Foster Care

II. PURPOSE STATEMENT:

St. Clair County Community Mental Health (SCCCMH) shall promote the use of students and volunteers for the purpose of enhancing the quality and quantity of services available to persons we serve; to promote positive relationships between the agency and the community; and, for the ongoing growth of students and learning within the agency.

III. DEFINITIONS:

- A. SCCCMH Supervisor/Field Instructor: The individual responsible for supervising the specific placement of the student/volunteer.
- B. Non-employee Student: A student placed for training purposes within a direct operated Community Mental Health program(s).
 - 1. Professional: Any student enrolled in an accredited program at a college or university who must complete an internship/student placement within the provisions of their academic program. The accredited program will generally lead to a bachelor's or graduate level degree. Internships/student placements shall consist of pre-defined service experiences supervised by a professional in the same field within the Agency.
 - 2. Paraprofessional: Any student, including high school, enrolled in a program in a human service field.
- C. Volunteer: A person at least 16 years of age who offers, makes application, and is accepted to provide assigned services without compensation.

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IV. STANDARDS:

- A. The Staffing Recruiter Specialist oversees and coordinates all student and volunteer related activities.
- B. Services provided by students and volunteers shall be based primarily upon program needs.
- C. The Privileging and Credentialing Committee will assign privileges, when qualified, related to what services can be provided by students and volunteers.
- D. Student and volunteer applicants under the age of 18 shall submit valid work permits and parental consent, as required.
- E. All student and volunteer workers shall be provided the same working conditions as Agency staff. Working hours and conditions shall be regulated with agency guidelines. Student and volunteer workers will be expected to participate in staff meetings and other meetings as appropriate. They will have access to case files as determined by the supervisor and in accordance with existing Agency policy.
- F. Students and volunteers shall not be paid for their services, nor shall they replace paid staff. They shall be used to enhance the programs and services.
- G. Immediate supervisors may approve reimbursement for mileage and incidental expenses to student and volunteer workers for work performed for the Agency.
- H. A Functional Job Task List shall be developed for each student and volunteer worker by the designated Supervisor/Field Instructor and forwarded to the Human Resource Staffing Recruiter Specialist within the first two weeks of services.
- I. Student and volunteer workers shall be made aware, by their designated supervisor/field instructor, of all applicable policies, procedures, and rules impacting their service delivery. Also, workers are expected to conduct themselves according to ethical guidelines of the Agency. Please refer to [Administrative Policy #06-002-0006, Personnel: Employee and Student Orientation and Training](#), for areas to be covered.
- J. Students and volunteers are expected to present themselves as students and volunteers participating in field experience, not as regular employees, and abide with the wishes of persons we serve if they are not willing to have students/volunteers providing services.
- K. Students are asked to provide a copy of their professional liability insurance to the Agency if they have it. Students and volunteers will be covered under the Agency's comprehensive liability insurance policy. Student and volunteer workers **are not** covered under the agency's personal injury, Workers Compensation, or other insurance.
- L. All students and volunteers must attend Recipient Rights training and New Employee Orientation. [Administrative Policy #06-002-0006, Personnel: Employee and Student Orientation and Training](#), must be followed. Trainings assigned as deemed appropriate by the supervisor will also be required

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and documented.

- M. All student and volunteer placements must be approved by the Chief Executive Officer and/or the Chief Clinical Officer.

V. PROCEDURES:

A. For Students and Volunteers

Staffing Recruiter Specialist/Designee

1. Develops linkages with colleges and the community at large regarding student placement/ internship programs and volunteer opportunities within the Agency.
 - a. Determines differential roles and responsibilities of the college or volunteer and SCCCMH per signed contract or agreement prior to any placement.
2. Discusses and then documents the nature, conditions, and extent of the proposed placement with the individual and their placement advisor, unless this is more appropriately done by a SCCCMH supervisor/field instructor.
3. Forwards information to the Chief Clinical Officer for consideration.
4. Contacts Chief Clinical Officer for written approval if they would like to accept the placement.

Chief Clinical Officer

5. Schedules interview with individual, if interested.

Student/Volunteer

6. Accepts or rejects the placement.

Staffing Recruiter Specialist

7. Finalizes arrangement with individual, Placement Advisor, and Supervisor/Field Instructor.
8. Completes a personnel file on each individual to include the following information:
 - a. [Form #0820 Student/Volunteer Workers Data Sheet](#)
 - b. [Form #0824 Student/Volunteer Information and Authorization](#)
 - c. Application/Resume/Field Education Placement Application and Personal Interest Statement and any other materials supplied by the university or college, as applicable.
 - d. Previous evaluation(s) in event of prior placements or related experience, as applicable.
 - e. Copies of any licenses held.
 - f. Other correspondence which is generated during employment.

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- g. Performs Criminal Background Check.
- h. Performs Department of Health and Human Services Check.
- i. Performs Recipient Rights Authorization to Disclose Employee Information
- j. Performs Driving Record Check if applicable.
- k. Sends for drug testing if interning/volunteering in direct service capacity.

Supervisor/Field Instructor

- 9. Contacts administrative assistant to schedule individual to complete necessary paperwork and schedule any training deemed necessary. (Review [Administrative Policy #06-002-0006, Personnel: Employee and Student Orientation and Training](#)).
- 10. Forwards application for Privileging and Credentialing and awaits disposition prior to assignment of duties other than observation.
- 11. Develops Functional Job Task List (FJTL) for individual and forwards to HR designee. (See [Administrative Policy, #06-001-0030, Personnel: Employee Performance and Review Development](#)).
- 12. Utilizes the Help Desk Ticketing System to place a Help Desk ticket for new user setup, as appropriate, per [Administrative Policy #08-001-0005, IT Department Technical Support](#), and submits to IT Department.
- 13. Completes [form #0281 OASIS Enrollment Request](#), as appropriate, per [Administrative Policy #01-003-0005, Provider Enrollment in OASIS](#).
- 14. Provides on-the-job training to include the limitations and privileges of the placement in regard to access to files, meetings, etc.
 - a. Informs individual of applicable Mental Health policies, standards, and rules, including provisions concerning confidentiality.
 - b. Requires that individual worker follows [Administrative Policy #07-003-0020, Travel and Business Reimbursement](#) by submitting voucher for reimbursement, when authorized expenses are incurred.

Student/Volunteer

- 15. Performs only work that has been authorized by the supervisor/field instructor and documented in the FJTL.

Supervisor/Field Instructor

- 16. Discusses individual's performance with the HR designee as appropriate.
- 17. Continues or terminates placement based upon performance.

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B. Student/Volunteer Worker's Termination

Field Instructor/Supervisor/Designee of Program Site

1. Notifies HR designee of projected termination date at least ten (10) working days prior to the termination of placement, whenever possible.
2. Completes [form #0821 Student Evaluation form](#) or the school evaluation form, if provided.
3. Forwards the completed original evaluation form to the HR designee and a copy to the student/volunteer.

Staffing Recruiter Specialist

4. Forwards copies to appropriate parties, ensuring the original is placed in the student/volunteer personnel file.

VI. REFERENCES:

- A. Mental Health Code, 1996, Code 330, 1748 and 330.1750
- B. Work Permit Requirements for Minors, Michigan Department of Labor
- C. CARF Human Resources 1.I.7.
- D. [#0281 OASIS Enrollment Request](#)
- E. [#0820 Student/Volunteer Workers Data Sheet](#)
- F. [#0821 Student Evaluation](#)
- G. [#0824 Student/Volunteer Information and Authorization](#)
- H. [Administrative Policy #01-003-0005, Provider Enrollment in OASIS](#)
- I. [Administrative Policy, #06-001-0030, Personnel: Employee Performance and Review Development](#)
- J. [Administrative Policy #06-002-0006, Personnel: Employee and Student Orientation and Training](#)
- K. [Administrative Policy #07-003-0020, Travel and Business Reimbursement](#)
- L. [Administrative Policy #08-001-0005, IT Department Technical Support](#)

VII. EXHIBITS:

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N/A

VIII. REVISION HISTORY:

Dates issued 08/86, 02/89, 07/91, 12/93, 05/97, 04/99, 04/01, 12/02, 11/04, 01/07, 12/08, 10/11, 05/13, 07/14, 07/15, 07/16, 07/17, 07/18, 07/19, 07/20, 07/21, 07/22, 07/23.