

The Right Door for Hope, Recovery and Wellness

Chapter Title Human Resources	Chapter # HR		Subject # 520.1
Subject Title Temporary Employees, Volunteers, and Student Interns	Adopted 3/15/05	Last Revised 04/10/17	Reviewed 5/2/06; 5/19/10; 2/13/14; 3/24/15; 11/3/15; 4/10/17

PROCEDURE

Application

This procedure shall apply to all temporary employees, volunteers, and student interns of The Right Door for Hope, Recovery and Wellness.

1.0 Selection

Each prospective temporary staff person, volunteer, or student intern shall be at least 18 years of age.

2.0 Student Intern

2.1 A student intern may be accepted for placement only upon receipt of a written referral from a certified academic program. This referral shall specify the conditions and expectations that the student intern and The Right Door for Hope, Recovery and Wellness must meet in order to successfully complete the placement or internship.

2.2 Before a school-related placement is made, each student intern shall be interviewed by the relevant team supervisor to ensure that he or she possesses the knowledge and skills necessary to carry out the proposed plan of activities.

2.3 A project description, or agreement, stating the goals and outcomes of the placement shall be approved by the student intern, placement school, and ~~the~~ The Right Door for Hope, Recovery and Wellness Program Manager. The description, or agreement, shall include duties, scope of responsibilities, and supervision including how supervision will be managed should some event prevent the planned staff supervisor from continuing those responsibilities.

2.4 If a student intern is interning as a part of one of the following health profession training programs: counseling; marriage and family therapy;

The Right Door for Hope, Recovery and Wellness

Chapter Title	Chapter #		Subject #
Human Resources	HR		520.1
Subject Title	Adopted	Last Revised	Reviewed
Temporary Employees, Volunteers, and Student Interns	3/15/05	04/10/17	5/2/06; 5/19/10; 2/13/14; 3/24/15; 11/3/15; 4/10/17

psychology; or social work, then they must be approved by the appropriate board, and be performing the duties assigned in the course of training, and be appropriately supervised according to the standards set by the appropriate board and the training program.

2.5 Social work student interns must be pursuing a master’s degree in social work and be supervised by a Licensed Master’s Social Worker in a manner that meets the requirements of the Council on Social Work Education accredited education program curriculum that prepares an individual for licensure.

2.6 Acceptance by The Right Door for Hope, Recovery and Wellness of a student intern must be authorized by the CEO or designee.

3.0 Volunteer Staff

In the case of volunteers, a project description shall be approved by the volunteer, Program Manager, and CEO.

4.0 Temporary Staff

Temporary Staff are chosen through an employment agency, Supported Employment, or by referral following The Right Door for Hope, Recovery and Wellness hiring procedures.

5.0 Confidentiality and Access to Records

A temporary staff person, volunteer, or student intern may have access to consumer records and other confidential information about The Right Door for Hope, Recovery and Wellness business only as necessary to complete the requirements of his or her placement or internship. This access shall be under the supervision of the designated supervisor.

6.0 Recipient Rights and Confidentiality

The Right Door for Hope, Recovery and Wellness

Chapter Title Human Resources	Chapter # HR		Subject # 520.1
Subject Title Temporary Employees, Volunteers, and Student Interns	Adopted 3/15/05	Last Revised 04/10/17	Reviewed 5/2/06; 5/19/10; 2/13/14; 3/24/15; 11/3/15; 4/10/17

Each temporary staff person, volunteer, and student intern shall receive a recipient rights orientation and sign an agreement which summarizes the requirements for confidentiality and access to records.

7.0 Training, Supervision and Termination

- 7.1 The supervisor, or his or her designee, shall be responsible for the training and supervision of each temporary staff person, volunteer, or student intern who performs an activity within that program. Each volunteer and student intern shall be provided with a written description of his or her job expectations (or job description), assigned hours, and plan (plan of activities). This document shall be signed by the designated supervisor and the volunteer or student intern. Temporary staff shall have their job expectations shared with them by the supervisor.
- 7.2 The designated supervisor shall be responsible for doing an orientation sufficient for the job expectations and shall meet with each temporary staff person, volunteer, or student intern at least once every week to review activities, provide clarification of policies or procedures, and evaluate his or her performance. The designated supervision shall maintain written documentation of the weekly meetings.
- 7.3 A temporary staff, volunteer, or student intern placement shall be terminated by the CEO or CFO for failure to meet the conditions of the plan of activities, violation of an agency work rule, violation of confidentiality, or failure to comply with the ethical and professional standards relevant to the particular placement. The temporary staff person, volunteer, or student intern shall be personally responsible and liable for the consequence of activities that are not authorized by his or her plan of activities or that is otherwise prohibited by The Right Door for Hope, Recovery and Wellness policy.

8.0 Reimbursement and Liability Coverage

- 8.1 A volunteer or student intern may be reimbursed at the existing mileage rate established by The Right Door for Hope, Recovery and Wellness policy for

The Right Door for Hope, Recovery and Wellness

Chapter Title	Chapter #		Subject #
Human Resources	HR		520.1
Subject Title	Adopted	Last Revised	Reviewed
Temporary Employees, Volunteers, and Student Interns	3/15/05	04/10/17	5/2/06; 5/19/10; 2/13/14; 3/24/15; 11/3/15; 4/10/17

personal mileage accrued because of assigned responsibilities consistent with his or her plan of activities. This reimbursement must be prior approved by the supervisor.

8.2 Each volunteer or student intern shall be covered by The Right Door for Hope, Recovery and Wellness professional and general liability while performing the activities assigned under his or her plan of activities.

9.0 Agreement Sign-Offs

All individuals providing services at The Right Door for Hope, Recovery and Wellness shall review and sign the Confidentiality Agreement, Code of Ethics, Compliance Plan, and HIPAA Requirements (which also requires a test).

Reference:
CARF Behavioral Health Standards, Section: Human Resources

Robert S. Lathers, Chief Executive Officer	Date		