

## Interns and Volunteers

### Policy:

Interns and volunteers may work with Morgan Support Services for summer help, special projects, etc. An intern/volunteer is “hired” for a fixed or indefinite temporary period. Interns/volunteers may be offered employment following the internship or volunteer period, providing a position exists for which they are qualified. Unless, otherwise specified or as required by law, interns/volunteers are not eligible for employee benefits.

### Procedure:

#### Background Investigations

Depending on the position and the responsibilities, interns/volunteers may be subject to a background investigation prior to beginning their assignment with MSS. Those who work in a direct care capacity shall be required to undergo a background investigation to include:

1. Criminal record check
2. Driving record check
3. Health Care Personnel Registry

Any offenses disclosed in the investigations may impact the decision to allow the person to serve as an intern or volunteer based on the nature of the offense relative to the position for which s/he is being considered. The Executive Director, in conjunction with the Program Manager, shall make that determination.

#### Supervision

Interns who work in a direct care capacity shall be closely supervised by an MSS employee, overseen by the Program Manager, and never left solely responsible for the welfare or services of a program participant. Those in an administrative position shall be supervised by the department director/manager.

Volunteers shall be supervised by the appropriate MSS personnel.

Volunteers and interns are not responsible for providing billable services but rather may provide supplemental support and activities.

#### Job Duties/Responsibilities

Internship and volunteer duties/responsibilities and line of supervision shall be clearly defined in writing. They shall be specific to the nature of the purpose for the internship or volunteer program.

## Orientation and Training

Interns/volunteers shall complete an orientation to include MSS policies and procedures, as well as training appropriate to the duties and responsibilities of their position. The orientation and training may include but is not limited to:

- Code of Conduct
- Health and safety training
- Human rights and confidentiality
- Introduction to Core Competencies
- Cultural sensitivity
- Person-first language
- Therapeutic interactions
- Documentation requirements (specific to job duties)
- Incident reporting
- Policies regarding general conduct such as dress code, cell phone use, etc.

Interns/volunteers shall not be required to complete First Aid, CPR, OSHA/BBP or NCI.

## Performance Evaluation

Interns shall be subject to the same performance criteria as employees and shall be provided guidance and coaching throughout the internship. Upon completion of the assignment, interns shall receive a written Performance Appraisal.

Volunteers shall also be provided guidance and coaching but shall not receive a written Performance Appraisal.

## Separation/Dismissal

Interns/volunteers shall be automatically separated at the termination of the assignment, unless offered a position with the agency. If offered a position with the agency, interns/volunteers must go through the same process as any person applying for a position within the agency. Training provided during the internship or volunteer experience shall not count for new hire training.

Interns/volunteers are subject to the same expectations of conduct as employees and shall be dismissed for any of the same reasons that an employee may be discharged.

### Agreement

An intern/volunteer shall sign an agreement to the terms of the assignment and agreeing to comply with MSS policies and procedures.

### Personnel File

A personnel file for the intern/volunteer shall be maintained to include:

- Application, if applicable
- Results of background investigations as applicable
- Signed understanding of description of duties and responsibilities
- Orientation and training documentation
- Signed agreement