



Policy Number:

32

Effective: September 17, 2012

Revised: October 15, 2012

September 18th, 2017

Subject: Volunteers and Interns

PURPOSE:

Camden County Developmental Disability Resources (CCDDR) offers volunteer programs to enhance CCDDR's ability to serve the public while simultaneously allowing an opportunity for individuals to give back to the community. CCDDR also offers internships in an effort to provide college students from a wide variety of educational disciplines the opportunity to apply traditional academic classroom learning to actual work experience. CCDDR strongly believes that internships are an important tool in recruiting, developing and retaining innovative people and an important part of assisting CCDDR in meeting the needs of today while preparing the workforce of the future. As a public employer, CCDDR is committed to complying with the applicable provisions of federal and state laws and regulations including the Fair Labor Standards Act.

POLICY:

CCDDR provides three different volunteer and internship programs:

1. One-Time Volunteers
2. Regular Volunteers
3. Internships

DEFINITIONS:

One-Time Volunteers

Volunteers for CCDDR who are not paid and commit to a one-time service, function, or activity (general office or clerical type duties only), and do not volunteer their services on a regular basis. One-time volunteers must be 18 years-of-age or older.

Regular Volunteers

Volunteers for CCDDR who are not paid and commit their time and service on a regular basis. Regular volunteers must be 18 years-of-age or older.

Internships

Volunteers for CCDDR who are unpaid student interns receiving school credit or required work experience for their internship. These students earn only units of credit authorized and conferred by the school of attendance. The volunteer must be enrolled in college level coursework to qualify. Interns must be 18 years-of-age or older.

One-time volunteers will be required to sign a HIPAA Confidentiality Agreement and abide by all CCDDR policies and procedures. One-time volunteers will not be allowed to enter CCDDR's restricted areas. One-time volunteers will also not be allowed to provide a service or function that interacts with CCDDR clients unless the volunteer(s) is/are a client(s) or is employed by a DMH or CCDDR approved provider of services.

Prior to beginning an assignment, regular volunteers and interns may be required to complete a volunteer application and meet CCDDR's requirements for background screening and verification of credentials. Tuberculosis, drug, and alcohol testing may also be required before beginning an assignment. The regular volunteer's or intern's signature is required on all applicable CCDDR acknowledgement forms. If the regular volunteer or intern is going to travel to a separate location other than CCDDR's place of business during volunteer/intern hours for CCDDR, a valid driver's license and proof of insurance must be provided to CCDDR. Under no circumstances shall volunteers or interns transport clients in their vehicles during volunteer/intern hours for CCDDR and shall not operate CCDDR vehicles. All regular volunteers and student interns must abide by and will be provided CCDDR policies, procedures, and handbooks.

CCDDR reserves the right to deny any potential volunteer or intern from participating in its programs and to discontinue participation of any existing volunteer or intern at any time with or without reason. Volunteers and interns are not considered employees and may decide not to participate in either program or discontinue participation at any time with or without reason.