

# VOLUNTEER & INTERNSHIP SERVICES PROGRAM

## Policy

All placements must be approved by an administrator or department head within the program/department in which the applicant will be delivering services prior to undergoing the application/enrollment process by the Program Coordinator of Volunteer Services. This procedure includes the completion of a Universal Application, a formal interview, the viewing of a short video that details the various support services that are offered (if applicable), the completion of all necessary paperwork as well as any other requirements deemed necessary by the program where placement will occur. Valid photo identification is required.

### ALL PROGRAMS

- There is a minimum age requirement of 16 years old to be eligible for a placement with our adult population and a minimum age of 18 years old to be eligible for a placement with our preschool/elementary/adolescent population (The Peer Mentor Program is the exception to this policy).
- Volunteers / Interns / Externs are never to be utilized as a permanent replacement for a formally paid position.
- Volunteers / Interns / Externs are required to sign in and out each time services are provided for tracking purposes.
- Volunteers / Interns / Externs are to be supervised by a staff member at all times.
- Volunteer / Interns / Externs may or may not be monetarily compensated for services delivered to the agency. This is determined by the Program Director based upon the nature of the placement.
- Volunteers / Interns / Externs are not permitted to transport individuals or employees in a personal and/or agency vehicle at any time.
- The agency has the right to terminate a Volunteer / Internship / Externship placement at any time.
- Upon discharge/termination of a Volunteer / Intern / Extern: all personnel, correspondent and medical documentation will remain on file for a minimum of seven years.

### OFFICE FOR PEOPLE WITH DEVELOPMENTAL DISABILITIES (OPWDD)

(Programs: Day Habilitation; Residential; Recreation; Camp Loyaltown; Adult & Medical Frail ICF; LPS; Administrative Support)

- **Background Checks:** It is mandatory that all applicants for OPWDD governed programs who have the potential for regular and substantial physical contact with the individuals we serve be fingerprinted for the purpose of a nationwide criminal history background check. No Volunteer / Intern will be allowed to work directly with the individuals until he/she has been fingerprinted. The Volunteer / Intern will maintain a "provisional" status until they are officially cleared by OPWDD.
- **Tuberculosis Screening:** It is mandatory that all applicants who have the potential for regular and substantial contact with the individuals we serve get tested and read for Tuberculosis Bacillus (TB), using the Mantoux (PPD) screening method prior to their start of service delivery. **As of June 1, 2010, OPWDD requires this screening be completed using the Double Planting method. The Single Planting method will no longer be accepted.** Once the screening has been completed, you are precluded from having to be screened annually.

### NYS OFFICE FOR CHILDREN & FAMILY SERVICES (OCFS)

(Programs: Education Programs; Early Childhood Programs; Children's ICF)

- **Background Checks:** It is mandatory that all applicants for NYS Office of Children & Family Services governed programs that have the potential for regular and substantial physical contact with students receiving educational services and/or are under the age of 21 must be fingerprinted for the purpose of a nationwide criminal history background check. No Volunteer / Intern will be allowed to work directly with the students until he/she has been fingerprinted. The Volunteer / Intern will maintain a "provisional" status until they are officially cleared by the NYS Office of Children and Family Services.
- **Tuberculosis Screening:** It is mandatory that all applicants who have the potential for regular and substantial contact with the individuals we serve get tested and read for Tuberculosis Bacillus (TB), using the Mantoux (PPD) screening method prior to their start of service delivery and on an annual basis thereafter. To maintain an "approved" status, volunteers / interns are to be screened annually. The Volunteer / Intern will receive a reminder letter one month prior to the PPD expiration date. If the Volunteer / Intern fail to follow up and allows the PPD to expire, the Volunteer / Intern will be temporarily suspended until a new screening is completed. If a new screening is not submitted within three months' time, the Volunteer / Intern will be discharged from the program.

### DEPARTMENT OF HEALTH (DOH)

(Programs: Pearl & Jack Ain Diagnostic & Treatment Center; Fay J. Lindner Center for Autism – Student Training & Peer Mentor)

- **Background Checks:** Applicants looking for a placement within a DOH governed program are not required to get fingerprinted but will be required to undergo a nationwide criminal history background check through the Nassau County Court System based on the submission of the applicant's social security number and date of birth. No Volunteer / Extern will be allowed to begin delivering services until he/she has undergone a criminal history background check.
- **Tuberculosis Screening:** It is mandatory that all applicants who have the potential for regular and substantial contact with the individuals we serve get tested and read for Tuberculosis Bacillus (TB), using the Mantoux (PPD) screening method prior to their start of service delivery and on an annual basis thereafter. To maintain an "approved" status, volunteers / interns are to be screened annually. The Volunteer / Extern will receive a reminder letter on month prior to the PPD expiration date. If the Volunteer / Extern fails to follow up and allows the PPD to expire, the Volunteer / Extern will be temporarily suspended until a new screening is completed. If a new screening is not submitted within three months' time, the Volunteer / Extern will be discharged from the program.
- **Medical Screening:** In addition to the PPD screening, all DOH Volunteer / Externship applicants will be required to provide proof of MMR1 & MMR2 (Measles, Mumps, Rubella) vaccinations, a completed Health Assessment Screening Form as well as Health Re-assessment Screening Form each consecutive year thereafter.