

POLICY: JFS-2-5-13-A22

TITLE: Use of Volunteers and College Interns

EFFECTIVE DATE: 1/93

AUTHORIZED BY: Board of Trustees

REVISION DATE:

Revised: 1-12-98

Revised: 2-9-01

Revised: 12-9-02

Revised 4-27-07

Revised: 10-16-08

Revised: 7-30-10

5101:2-5-21

- A. House of New Hope may utilize volunteers and college interns as an adjunct to carrying out the agency's certified functions. These individuals will be under the general supervision of a departmental Director and will adhere to all appropriate agency policies and procedures. To assist in their management, the departmental Director may delegate supervisory and administrative duties to agency personnel. The departmental Director or designee will be responsible for the screening, orienting, training, supervising and assigning duties.
- B. It is also the policy of House of New Hope that a volunteer or college intern shall notify the agency within 24-hours of any charge of any criminal offense that is brought against him/her.
 - 1. Failure to notify the agency within 24-hours of any charge of any of crimes shall result in immediate dismissal from the agency.
 - 2. If the charges result in a conviction, the volunteer or college intern shall notify the agency within 24-hours of the conviction. Failure to notify the agency of any conviction of any criminal offense shall result in the volunteer or college intern's immediate dismissal from the agency.
 - 3. Conviction of any of the crimes listed in Rule 5101:2-5-09 of the Administrative Code while serving as a volunteer or college intern shall result in immediate dismissal from the agency.
- C. All volunteers and college interns will be appropriately screened including background checks (5101:2-5-09(L) and 5101:2-5-09.1(A)), and receive an orientation, appropriate training to the role/responsibilities, supervision, and a written job description delineating the functions to be performed.
- D. Screening process for all volunteers must include no less than three references.