

Big Bend Community Based Care Policy & Procedure

Series:	1100: Human Resources	
Policy Name:	Volunteers and Interns	
Policy Number:	1106	
Origination Date:	02/17/2009	Revised: Board Meeting of 12/13/2018
Regulation:	CFOP 60-6	

Policy

Big Bend Community Based Care, Inc. (BBCBC), does not actively recruit volunteers or interns as it may take away from our service providers. However, should an individual present themselves desiring to do volunteer work for BBCBC specifically, then the below procedures should be followed.

Procedure

A. Screening and Selection.

1. The prospective volunteer or intern needs to contact our Human Resources Department so appropriate background screenings, drug testing and required security awareness and HIPAA training can be completed.
2. It is within the discretion of the supervising BBCBC staff member to dismiss an individual for volunteer or intern service, if the individual presents a risk to the security and/or operation of BBCBC, or for any other lawful reason.

B. Supervision of Volunteers and Interns.

1. The BBCBC staff member who directly supervises the volunteer or intern will make sure the volunteer understands:
 - a. Where the volunteer or intern is located within the organizational structure;
 - b. The quality and quantity of work expected of the volunteer or intern;
 - c. Who the volunteer or intern will contact for information, direction or advice;
 - d. Who the volunteer or intern will contact to pass on ideas or concerns;
 - e. What responsibilities the volunteer or intern will or will not have; and
 - f. Expected conduct on the part of the volunteer or intern in the event of an emergency.
2. Volunteers or interns will be treated with the same courtesy and respect as BBCBC staff.