

CCS Policy/Procedures  
Volunteer and Student Placement  
DHS 36.10 (3)

Policy Statement: The CCS program welcomes volunteers and students as a means of providing more and diverse services to clients and a way of teaching future staff and/or lay persons about CCS and its mission.

Discussion and Procedures:

1. Volunteers and students may support the activities of CCS staff members by assisting with assessments, recovery planning, implementation of the recovery plans, or by providing administrative or clerical services. Duties may include case documentation and record keeping, direct service to clients, advocacy, service coordination and discharge planning.
2. Before volunteers or students can work independently with clients, the CCS will complete a background check on the volunteer/student.
3. Volunteers and students working individually with clients will be limited to hours when supervisory support is available; generally during normal hours of operation.
4. Each volunteer will be supervised by a staff member qualified under DHS 36.10 (2) (g) 1. to 17. Students will in addition be supervised by staff meeting the requirements of the student's educational institution.
5. Volunteers and students will receive orientation and training commensurate with their responsibilities and experience. All regularly scheduled volunteers will receive at least 40 hours of documented orientation training before working independently with clients or family members.
6. All volunteer/student clinical/service notes, recovery plans, assessments, discharge summaries will be reviewed on a regular basis by the supervisor.

4.29.14

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