



VOLUNTEER/INTERNSHIP SERVICES

"The value of a man should be seen in what he gives and not what he is able to receive"—Albert Einstein

General Guidelines and Philosophy Statement

Tropical Texas Behavioral Health (TTBH) is committed to and involved in utilizing volunteers and interns to enrich programs and provide a broader understanding of mental health and intellectual and development disability services. Through our Volunteer/Intern Services Program, the talents, resources, creativity, and energy of concerned and willing citizens are channeled to respond to human needs. Volunteers and interns work along with paid staff to extend and enrich the mental health and intellectual and developmental disability services offered by TTBH.

Volunteers/Interns at TTBH are highly valued as a significant component of its programs. Their roles and functions are different from those of paid staff, but their goal, to provide the most beneficial environment for therapeutic care and treatment of clients, is the same.

Application/Placement

All individuals wishing to volunteer/intern at any TTBH service site must complete an application. TTBH Volunteer/Intern Applications are available at our Human Resource department or at our website at TTBH.ORG. You must be at least 18 years of age to volunteer/intern. **Please include a copy of your Driver's License, Social Security Card, TB test or Chest X-ray along with the application.** The volunteer and/or internship work assignment, schedule for training, and initial work schedule date will be determined during the placement review process. Any incomplete applications will not be considered. **Applications will be reviewed 4-6 weeks before the initiation of a school semester on a first come, first served basis.**

Criminal History Checks

All TTBH volunteers/interns and employees are required to submit information and sign a consent for a criminal history check prior to beginning their work assignments. The individuals that we work for deserve the greatest level of assurance of a safe and therapeutic environment.

Training

Prior to beginning a work assignment, all volunteers and interns will be provided training related to Confidentiality, Client Rights, Client Abuse & Neglect, Introduction to Mental Illness, Introduction to Intellectual and Developmental Disabilities, and Infection Control. Volunteers/Interns are required to take defensive driving should driving be required in the volunteer/intern position. Annual refresher courses will be provided as well. Volunteers/Interns are invited to attend relevant clinical trainings offered by the TTBH HR staff. All volunteers/interns will receive on-the-job training appropriate to their assignment. Volunteers/Interns will be trained regarding individual client needs, program philosophy, direction, and goals. All training is documented in each individual's volunteer/intern personnel file training record. **All volunteers and interns will be required to submit monthly timesheets to internship@ttbh.org**

To learn more about becoming a volunteer/intern at Tropical Texas Behavioral Health, please call:

Human Resources Department
(956) 292-7530

E-Mail: internship@ttbh.org

CRIMINAL HISTORY CLEARANCE

Tropical Texas Behavioral Health promotes safety in the rendering of its services. **Criminal History and FBI Fingerprint Clearances are part of this process.** If the results of the criminal history clearance reveals a conviction of any of the criminal offenses listed below (Subsection G of the Texas Administrative Code), (Chapter 4, Subchapter K) Tropical Texas Behavioral Health will consider any of these offenses as a bar to employment.

- (A) Criminal Homicide
 - (B) Indecency With a Child
 - (C) Kidnapping and False Imprisonment
 - (D) Agreement to Abduct from Custody
 - (E) Solicitation of a Child
 - (F) Arson
 - (G) Robbery
 - (H) Aggravated Robbery
 - (I) Sexual Assault and/or Rape
 - (J) Aggravated Assault
 - (K) Injury to a child, Elderly Individual or Disabled Individual
 - (L) Abandoning or Endangering a Child
 - (M) Aiding Suicide
 - (N) Indecent exposure
 - (O) Improper relationship between educator and student
 - (P) Improper photography or visual recording
 - (Q) Deadly conduct
 - (R) Aggravated sexual assault
 - (S) Terrorist threat
 - (T) Online solicitation of a minor
 - (U) Money laundering
 - (V) Medicaid fraud
 - (W) Cruelty to animal
 - (X) A conviction under the laws of another state, federal law or the Uniform Code of Military Justice for an offense containing elements that are substantially similar to the elements of an offense listed above; and Conviction, which has occurred within the previous five (5) years for:
 - i. Assault that is punishable as a Class A misdemeanor or as a felony
 - ii. Burglary
 - iii. Theft that is punishable as a felony
 - iv. Misapplication of fiduciary property or property of a financial institution that is punishable as a Class A misdemeanor or felony OR
 - v. Security execution of a document by deception that is punishable as a Class A misdemeanor or a felony
- Class A misdemeanor or felony:
- vi. False identification as a peace officer
 - vii. Disorderly conduct
- Has a conviction of an offense that the MRA or community center determines is a contraindication to employment or volunteer status;
- viii. Listed as “revoked in the Nurse aide Registry, or
 - ix. Listed as “unemployable” in the Employee Misconduct Registry.

Conviction of other criminal offenses may be considered a disqualification to employment.

Confidentiality and Participation Agreements

Except for certain specified circumstances, Texas Law and Federal regulations require that all facility/Community Mental Health Mental Retardation Center records which directly or indirectly identify a client, a former client or potential client or any TXMHMR facility, shall be kept confidential.

I understand that violation of this confidentiality requirement can result in immediate dismissal from my duties as a student intern or volunteer at this facility/CMHMRC, subject to discretion of the Volunteer Service Coordinator.

I agree to conform to all rules and regulations of the department and the facility/CMHMRC to the best of my ability, and to respect the confidential nature of all case records and y personal contacts with consumers. I understand that I am not to participate in any consumer activity without staff and am to refrain from using names of any consumers in notes or school reports, class verbal discussions or presentations and am legally bound by the confidentiality laws of this state.

Signature

Date

I understand that in order for me to work at Tropical Texas Behavioral Health as a volunteer or student intern, a criminal history background check will be requested from the Texas Department of Public Safety (DPS), the National Sex Offender Registry, or other suitable sources and that I will not be able to begin working until this clearance is obtained. If a record of criminal activities is revealed, I may be denied certain assignments. I also agree to report to the Volunteer Services Coordinator all arrests, indictments and convictions received during my assignment before returning to my duties.

In order to facilitate the DPS in making a positive identification for the criminal history check, I willingly provide the following information:

This information assists the DPS in making a positive identification and in no way will be used to discriminate in placement in a volunteer assignment.

Last Name

First Name

Middle Name

☐ Male ☐ Female

Date of Birth: _____

Race: _____

Social Security #: _____

Signature

Date

THIS FORM IS NOT TO BE USED AS A CONSENT/AUTHORIZATION FORM.

Agency to retain this CCH Verification Form for DPS auditing purposes.

DPS Computerized Criminal History (CCH) Verification Form

Section 1: Applicant must acknowledge the information in Section 1. Signature & date required.

Applicant Name (Print):

I acknowledge that a Computerized Criminal History (CCH) check may be performed by accessing the Texas Department of Public Safety Secure Website and may be based on name and DOB identifiers. Authority for this agency to access an individual's criminal history data may be found in Texas Government Code 411, Subchapter F <https://statutes.capitol.texas.gov/>.

Name-based information is not an exact search and only fingerprint record searches represent true identification to criminal history record information (CHRI), therefore the organization conducting the criminal history check is **not** allowed to discuss with me any CHRI obtained using the name and DOB method.

Optional Only: If the agency directly requests that I also have a fingerprint search performed to clear any misidentification based on the result of the name and DOB search, I can make an appointment with the Fingerprint Applicant Services of Texas (FAST) by visiting the [Crime Records General Information | DPS \(texas.gov\)](#) *Review of Personal Criminal History* or call the DPS Program Vendor at 1-888-467-2080, submit a full and complete set of fingerprints, request a copy be sent to the agency listed below, and pay a fee of \$25.00 to the fingerprinting services company. Once this process is completed the information on my fingerprint criminal history record may be discussed with me.

Applicant Signature:	Date:
Sign and date to acknowledge the statement above.	

Section 2: Agency use only. Must be completed by authorized personnel conducting search.

Agency Name:

Authorized Searcher:

Signature of Authorized Searcher:

Date of Search:

Section 3: Agency use only. Name Based CHRI /CCH Tracking information. Check all that apply.

Purpose for CHRI Search.	☐ Applicant ☐ Volunteer ☐ Contractor ☐ Other:
Is any part of CHRI stored by agency?	Reminder: DPS does not recommend storing any part of CHRI. ☐ NO, CHRI is not stored by agency. ☐ YES, CHRI is stored by agency.
CHRI Retention Period	☐ Temporarily Only ☐ Annual ☐ None Stored/Saved ☐ Other:
CHRI Storage Method	☐ Physical/Printed (paper copy) ☐ Digital/Electronic (on device/computer)
CHRI Retention Purpose	Explain:
Date CHRI Destroyed	Reminder: CHRI must be destroyed after authorized purpose has ended.
Destruction Method	Explain:

[CHRI + Audit Resources \(CJIS Launch Pad\) link](#)

NSOPW Authorization Form

I, _____ voluntarily authorize Tropical Texas Behavioral Health to initiate a criminal background investigation as required by the National Sex Offender Public Website (NSOPW). I understand that the information will be provided and released to TTBH *as requested by Methodist Healthcare Ministries of South Texas, Inc.* in accordance with applicable statutes.

In connection with this request, I authorize any organization, law enforcement/criminal justice agencies, city, state, county and federal courts associated with the NSOPW registry to release information they may have about me and release all such parties from all liability which may result from furnishing such information.

I certify that all the information provided by me in connection with this form is true, accurate and complete.

This authorization, in original, fax, electronic or copy form, shall be valid for this and any future reports or updates that may be requested.

As a condition of employment this information is being requested to conduct a background investigation on you.

**** You must submit a copy of your Driver's License with this form. ****

Complete full name as it appears on your Driver's License.

Name: _____

Middle Name: _____

Last Name: _____

Date of Birth: _____

Social Security Number: _____

Home Address: _____

Signature:

Date:



Student Internship and Volunteer Services

1901 S 24th Ave. Edinburg, TX 78539

APPLICATION FORM

Last Name _____	First Name _____	Middle Name _____
Home Phone: _____ Cellphone: _____		
Address _____ City _____ State _____		
Zip Code _____		
Are you employed? ☐ Yes ☐ No / ☐ Full-time ☐ Part-time Employer: _____		
Position: _____		
Education Level: ☐ High School ☐ College ☐ Other _____		
Do you wish to work for internship credit? ☐ Yes ☐ No / ☐ Undergraduate ☐ Graduate		
School or University _____ Department Program _____		
Hours Required _____ Beginning Date _____ End Date _____		
Type of credentials of Center Supervisor Required by program _____		
Location of preference: ☐ Edinburg ☐ Weslaco ☐ Harlingen ☐ Brownsville		
Select the Center department in which you would prefer:		
☐ Children's Mental Health ☐ Adult Mental Health ☐ IDD ☐ Other		
How much time can you work? _____		
Can you furnish transportation for yourself? ☐ Yes ☐ No Others _____		
Do you have a valid driver's license? ☐ Yes ☐ No License # _____		
Do you have the minimum auto liability insurance coverage required by state law? ☐ Yes ☐ No		
Verification of insurance (<i>Attach photocopy of card or certificate</i>) ☐ Yes ☐ No		
Have you ever been convicted by federal, state or any other law enforcement authorities for any violation of any federal, state, county or municipal law, regulations or ordinance? ☐ Yes ☐ No		
If yes, describe _____		

I have read and agree to conform to the facility's policies and procedures to the best of my ability. I understand that I will start on a trial basis and agree to attend the orientation offered. I understand that information regarding the people I work with is confidential. I understand that a criminal history background check will be requested from the Texas Department of Public Safety or other sources. All the information on this application is accurate to the best of my knowledge.

Signature

Date

The Center is committed to the concept of equal opportunity. No individual shall be excluded from participation in, be denied the benefits of, or be subject to discrimination under any of the policies of the Center or any of its component facilities based on race, color, national origin, religion, sex, handicap, veteran status or political affiliation.

A copy of your program's Internship Guidelines must be attached