

# **TROPICAL TEXAS BEHAVIORAL HEALTH**

## **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 developmental 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, and vehicle insurance along with the application. The volunteer and/or internship work assignment, schedule for training, and initial work schedule date will be determined during the interview 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.

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

Human Resources Department  
(956) 316-3297

E-Mail: [sylsaucedo@ttbh.org](mailto:sylsaucedo@ttbh.org)