



VOLUNTEER APPLICATION

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ALL OF THE FORMS IN THIS PACKET MUST BE COMPLETED AND RETURNED TO THE EXECUTIVE ADMINISTRATIVE ASSISTANT

PLEASE INDICATE THE TIMES YOU WOULD BE ABLE TO SERVE IN THE VOLUNTEER/INTERN PROGRAM

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<input type="checkbox"/> AM <input type="checkbox"/> PM						

When can you start?

FOR INTERNS ONLY:

What school are you attending? _____

Do you have a college degree? No Yes What is your major? _____

Area of study you are currently pursuing _____ # of Intern Hours needed _____

Date Internship to begin _____ Ending Date _____

Please list your skills, interests, hobbies, and/or community activities _____

APPLICANT STATEMENT

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application as well as release of all work record and school records for Volunteer/Internship as may be necessary in arriving at a decision for my placement. I release Williamson County Juvenile Services Department and/or others from any liability or damage which may result from the obtained information requested above. I understand that this application is not intended to be a contract for employment. In the event I am accepted into the Volunteer/Internship Program, I understand that false or misleading information given in my application or interview will result in discharge from the program.

Signature of Applicant

Date

Signature of Staff Member

Date

FOR DEPARTMENT USE ONLY

Arrange for Interview Yes No
Remarks: _____

Accepted as a Volunteer/Intern for Juvenile Services Yes No *Hours* _____

Work Site Administration Academy Round Rock Georgetown
 Cedar Park Detention Taylor

Volunteer/Internship Training with Training Coordinator _____
Date **Time**



AUTHORIZATION for RELEASE of RECORDS / INFORMATION

Full Legal Name
(PRINT): _____
Maiden Name &/or
any previous names _____

Current Physical
Home Address: _____
Street City State Zip
Is your residence located within the
city limits of the above listed city? YES NO County: _____
E-mail address: _____

D.O.B.: _____ Gender: _____ Race: _____ Hispanic (H) or
Non-Hispanic (NH): _____
Phone # _____ Social Security Number: _____
Place of Birth: _____ Skin Tone:(ie:Fair, Olive, Dark, Med, Light) _____
State (or Country if not USA)

TCLEOSE YES
Certified? NO
Prior YES
Military NO
Service
Driver's License
Number: _____ State
Issued: _____
DL Type:
(i.e.: C, CDL, CM, etc. _____)

Compliance with the request on this form for your social security number is voluntary. The number will be used to verify your identity during the background and reference checks conducted by this agency. Criminal History Searches are required for those seeking employment, internship, or to be a volunteer in accordance with TAC Title 37, Part II, Chapter 344, subchapters C & D.

I verify that the residence information and personal data recorded above are accurate and current.
I hereby authorize any duly accredited representative of Williamson County Juvenile Services presenting this release to obtain any information from schools, employers, criminal justice agencies, branches of the military, or individuals, relating to my activities. This information may include, but is not limited to, academic, achievement, performance, attendance, personal history, disciplinary action, driving, arrest, and conviction records. I hereby authorize you to release such information upon request of the bearer. I understand that the information released is for official use by Williamson County and may be disclosed to such third parties as necessary in the fulfillment of official responsibilities.
I hereby release any individual, including record custodians and present and past employers, from any and all liability for damages of whatever kind or nature which may at any time result to me on account of compliance, or any attempts to comply, with this authorization.

Applicant / Volunteer / Intern Signature



Date



Texas Juvenile Justice Department Texas Juvenile Probation

Williamson County Juvenile Services will schedule and pay for an appointment for you on-line.

Appointments can be scheduled anywhere in Texas. There are locations in Round Rock, North & South Austin, Killeen, New Braunfels, etc. Some of these locations have Saturday appointment times, but not the ones in the Austin area. All locations will also be closed on holidays. Appointment times are never available on the day the appointments are set-up. The first available appointment will always be the next work day, at the earliest. However, at certain times of the year other agencies have a large number of people being fingerprinted and it could delay the scheduling of your appointment by up to two weeks.

Your fingerprint appointment will be scheduled for you the day you attend the mandatory Volunteer Orientation training. Come by the Administration offices to see Sherry or Lee to schedule your fingerprint appointment before, during a break, or after your training session.

The information on the Authorization for Release of Records/Information form and the personal information requested below will be used to complete your on-line registration and a FAST form. The FAST form and your photo ID are required when you show up for your scheduled fingerprint appointment. Once this appointment is scheduled, it is pre-paid by Juvenile Services so it is important to keep this appointment. Appointments are scheduled every 10 minutes so you must be prompt for your scheduled appointment. Failure to take care of this important step will delay your ability to be approved as a volunteer/intern.

Applicant Information (Please Print)

Last Name _____ (please print) First Name _____ Middle Name _____

Date of Birth _____ Height _____ Weight _____ lbs Hair Color _____
(feet and inches)

Citizenship _____ Eye Color _____
(country)

You will not be allowed to volunteer or intern with
Juvenile Services if you have a disqualifying
criminal history (carefully read the forms on the next 2 pages:
Notification & Acknowledgement / Conditions of Volunteer/Intern Eligibility &
Criminal History / Background disclosure).

Criminal History Searches, to include fingerprints, are mandatory for everyone (paid & unpaid) who works/provides services for Juvenile Services. The next two pages will ask for information regarding your criminal history.

Juvenile Services is audited for compliance with State Standards regarding Criminal History Searches on all interns/volunteers.

TAC, Title 37, Part II, Chapter 344, Subchapter C, Rule 344.310(2)

If you have ever been arrested, it will show up on the fingerprint results Juvenile Services gets from the FBI. It does not matter if it was a Deferred Adjudication and you completed it successfully. It does not matter if you were told you never have to answer 'yes' to the conviction question on any job application; our agency falls into the category of 'criminal justice' and all offenses are reported.

Juvenile Services is considered a criminal justice agency, and as such, every offense is discoverable during a criminal history search. This includes Restricted Juvenile Records and any offense you may have been told will no longer be on your record. *Section 411.082 Government Code*

State Standards require that Juvenile Services consider a Deferred Adjudication to be the same as a Conviction for those persons requesting to provide services to juveniles in a juvenile facility.

State Standards consider a deferred adjudication to be the same as a conviction when defining a disqualifying criminal history for those who provide services in a juvenile justice facility. For those with a prior criminal history that falls outside the mandatory disqualifying guidelines, the Executive Director of Juvenile services considers a range of factors to determine eligibility. *TAC, Title 37, Part II, Chapter 344, Subchapter D, Rule 344.400*



NOTIFICATION & ACKNOWLEDGEMENT **CONDITIONS OF VOLUNTEER/INTERN ELIGIBILITY**

An individual will be PROHIBITED from serving in any capacity with Williamson County Juvenile Services if the individual:

- ☆ has a felony conviction against the laws of this state, another state, or the United States within the past 10 years;
- ☆ has a deferred adjudication for a felony against the laws of this state, another state, or the United States within the past 10 years;
- is currently on felony probation or parole;
- ☆ has a jailable misdemeanor conviction against the laws of this state, another state, or the United States within the past 5 years;
- ☆ has a deferred adjudication for a jailable misdemeanor against the laws of this state, another state, or the United States within the past 5 years;
- has a current misdemeanor probation or parole;

☆ **THE DATES USED TO CALCULATE ELIGIBILITY WILL BE THE DATE OF TERMINATION OF SUPERVISION (I.E.: PROBATION, PAROLE) PLUS ONE YEAR.** ☆

- is a registered sex offender under Chapter 62 of the Texas Code of Criminal Procedures;
- has previously had certification by the Texas Juvenile Probation Commission revoked;
- is currently under a certification suspension order by the Texas Juvenile Probation Commission;
- has been investigated for child abuse or neglect, and formal charges or a negative or problematic finding has occurred; or
- having served in the military, has an other than honorable discharge from military service.

Texas Administrative Code, Title 37, Part II, Chapter 344, Subchapter D, Rule 344.400

Any service provider (paid or volunteer) will be reassigned or removed from contact with juveniles under the care and supervision of Williamson County Juvenile Services upon notification of an official criminal complaint accepted by a district or county attorney alleging commission of an offense against a person or family member, or for public indecency. Notification alleging the commission of any offense may result in reassignment of job duties while the case is pending disposition.

APPLICANT ACKNOWLEDGEMENT

- I have carefully read each statement listed above and understand the mandatory disqualifying conditions that prohibit an individual from providing services in any capacity with Williamson County Juvenile Services.
- My signature below is my acknowledgement that I do not meet any of the conditions listed above that would prohibit me from working in the Williamson County Juvenile Justice Center.
- I understand the statements regarding how my services will be reevaluated, curtailed and/or discontinued in the event notification of a criminal complaint occurs during the time I am providing services to Williamson County Juvenile Services.

Applicant Signature

Date

Applicant Printed Name



CRIMINAL HISTORY / BACKGROUND DISCLOSURE

An extensive Criminal History / Background Search will be conducted prior to any volunteer/intern opportunity with Juvenile Services.

Juvenile Services is considered a criminal justice agency, and as such, every offense is discoverable during a criminal history search. This includes Restricted Juvenile Records and any offense you may have been told will no longer be on your record. Section 411.082 Government Code

Juvenile Services is audited for compliance with State Standards regarding Criminal History Searches on all interns/volunteers. TAC, Title 37, Part II, Chapter 344, Subchapter C, Rule 344.310(2)

State Standards consider a deferred adjudication to be the same as a conviction when defining a disqualifying criminal history for those who provide services in a juvenile justice facility . For those with a prior criminal history that falls outside the mandatory disqualifying guidelines, the Executive Director of Juvenile services considers a range of factors to determine eligibility.

TAC, Title 37, Part II, Chapter 344, Subchapter D, Rule 344.400

Please respond to the following statements and questions.

1	YES	NO		I have a conviction OR deferred adjudication (for a felony or a misdemeanor) against the laws of this state, another state, or the United States.
2	YES	NO		I am currently on probation or parole for a felony or misdemeanor conviction.
3	YES	NO		I am required to register as a sex offender.
4	YES	NO		Currently, I have an offense (any degree, any court) pending disposition.
5	YES	NO		I have an offense / arrest record (<u>any degree, any court, any disposition, any time frame</u>) which may be discovered during a criminal history background check.
6	YES	NO		I have been investigated for child abuse, neglect, or exploitation.
7	YES	NO		I have been the focus of investigation by law enforcement for an allegation of any degree.
8	YES	NO	n/a	Formal charges were filed or a negative or problematic finding was found due to investigation of myself for allegations of child abuse, neglect or exploitation.
9	YES	NO	n/a	Having served in the military, my discharge states something other than honorable discharge.
10	YES	NO		I currently hold a TCLEOSE certification. If yes, ¹ what agency holds your certificate; ² is it as a Peace Officer or Corrections Officer?

Please provide an explanation for every YES answer (including date of offense/disposition, etc):

continue on the back if necessary

I certify that I have read each statement carefully, responded truthfully, and all of the information recorded above and/or on the back of this page is correct and complete. False statements will disqualify applicants from consideration for any volunteer or internship opportunity.

Printed Name _____ Signature _____ Date _____



Policy & Procedure Acknowledgement Form Intern / Volunteer

I, _____, hereby
acknowledge that I have received a copy Volunteer Handbook which
contains the following policies:

- 1) Volunteer Application & Approval Procedures
 - Definitions of Interns & Volunteers
 - Recruitment
 - Eligibility
 - Application
 - Screening (to include Criminal History Searches)
 - Training
- 2) Volunteer Services & Guidelines
 - Responsibilities of Volunteers & Interns
 - Identification for Volunteers & Interns
 - Termination of Services
 - Volunteer Training
 - Job Description
- 3) Drug Free Workplace Policy
- 4) Harassment & Hostile Work Environment
- 5) Safe & Respectful Work Environment

I understand that the provisions of the above listed policies are part of the terms and conditions of my internship / volunteer agreement and that I agree to read and abide by them.

Signature of all Volunteers & Interns

Date

.....

Interns – Post Graduate, Graduate & Undergraduate

I understand that this policy is also part of the terms and conditions of my internship agreement and I agree to read and abide by it.

Signature of Intern

Date

Juvenile Services
Department #576



Volunteer / Intern Dress Code



In general your attire should be conservative business casual. You are working with offenders who also happen to be teenagers and you should dress with that in mind. Please adhere to the following guidelines:

- No flip flops (Closed-toe shoes are mandatory in detention)
- No tops so short that they reveal skin above your pants waist-line
- No pants so low as to reveal your underwear
- No blouses or tops that reveal cleavage
- No tank tops / muscle shirts
- No shirts with inappropriate logos (ex: beer, cigarette, frat parties or other inappropriate advertisement)
- No shorts or short skirts
- Denim jeans (particularly faded or torn jeans) do not meet the definition of business casual.
- No clothing with decorations that may fall off (beads, sequins, etc)
- Minimize the jewelry you wear. (In detention it is recommended that you wear no jewelry or watches for safety & security reasons. If you choose to wear jewelry or watches, please be constantly mindful that everything is fastened securely.)
- Cover inappropriate tattoos.
- No visible body piercings including, but not limited to: ear plugs, nose, eyebrow, lip, etc.

Juvenile Services has a posted Dress Code policy for its employees. Volunteers and Interns are asked to sign this agreement, which is intended to summarize that policy, but does not replace it. If a question of appropriate dress arises over different wording between the employee Dress Code policy and this summary, the employee Dress Code policy will be followed.

I understand and agree to comply with the stated dress code.

Printed Name

Signature

Date



LIABILITY & CONFIDENTIALITY AGREEMENT

I fully understand and agree to all of the following statements:

- Neither the Williamson County Juvenile Services Department, nor Williamson County, nor the State of Texas will be liable for injuries sustained by me, or any other person, as a fault of myself, or others, acting outside the scope of their job duties or authority;
- I will abide by all policies, procedures, and practices of the Williamson County Juvenile Services Department particularly those relating to the confidentiality of information and security of children of Williamson County;
- I understand that the juveniles' rights and records are protected under laws pertaining to confidentiality;
- **Researcher / Service Personnel:** I hereby agree that any probationer's, detention resident's, Academy resident's or any other juvenile's records/cases that I view will not be discussed with anyone, and if so, it may be cause for immediate dismissal and possible court proceedings.

Failure to comply with the confidentiality of all information regarding the juveniles in this facility will be cause for immediate removal from the volunteer program and possible court proceedings.

Volunteer / Intern Printed Name

Volunteer / Intern Signature

Date

Staff Witness Signature

Date

Interns / Volunteers Safety & Security Acknowledgement Sheet

Date of birth _____ Printed Name _____

- I am currently, at least 21 years of age.
- I will be 21 years of age prior to my internship start date (or my first scheduled day to volunteer).

RULE #1 – I understand that all interaction (interviewing, counseling, visitation, etc) with Detention Residents (at Detention), Academy Cadets or JJAEP students (at the Academy), and other juvenile Probationers (at satellite offices) will ONLY be allowed where there can be direct, visual supervision by a staff member (Detention Officer, Academy Officer, Drill Instructor, Shift Supervisor or Probation Officer).

_____ Initial Here

I understand that prior to any one-on-one or group interaction with Detention residents, Academy cadets, or JJAEP students, I will meet with the Supervisor on duty or Detention/Academy Officer on shift for a briefing of the day's events and activities in regards to the juveniles I wish to interview or interact with.

_____ Initial Here

I understand that the Detention Officer / Academy Officer / Drill Instructor / Shift Supervisor / Probation Officer on duty are responsible to maintain a safe and secure environment and may step in at any time to stop an interview, visit, or group.

_____ Initial Here

I understand that if / when a physical or verbal altercation breaks out while I am in any Juvenile Services facility, it is my responsibility to remove myself from the area immediately and allow the staff to handle the situation.

_____ Initial Here

(Interns) University/College attending _____ Major _____
CHOOSE THE APPLICABLE BOX FROM THE 2 CHOICES BELOW:

- No degree at this time. Internship hours (are / are not) needed to complete an undergraduate degree.
- * **Remembering RULE #1**, I understand that I MAY NOT remove a detention resident from program activities for a one-on-one, confidential conversation. My counseling / visitation with residents is restricted to common areas when the resident is not actively engaged in program activities.

_____ Initial Here

OR

- Completed undergraduate degree. Internship hours needed to complete a Masters Degree in _____.
- Completed graduate degree – Licensed Professional Counselor Intern. Internship hours needed to obtain full licensure as _____.
- * **Remembering RULE #1, AND having provided a copy of my current practicum insurance** – I understand that I am authorized to interview/counsel with residents in detention, one-on-one, as directed by the Director of Counseling (even during program activities).

_____ Initial Here

Signature

Date

You should have been provided a Volunteer Handbook (electronic or hard copy) along with this application.

The following page is a Volunteer Handbook Test that must be completed and submitted as part of the application process.

If you do not have a handbook, please contact Sherry Graves (Executive Administrative Assistant & Volunteer Manager for Juvenile Services).

- 512 / 943-3213
- sgraves@wilco.org

Williamson County Juvenile Services Volunteer Handbook Test

Name: _____

- 1) It is optional / required (Circle one) that you sign in when you come into any Juvenile Services office as a volunteer or intern and it is optional / required (Circle one) that you sign out when you leave.
- 2) Juvenile Services operates under the standards promulgated by our state oversight agency, the _____.
- 3) It is essential that volunteers and interns _____ have a staff member present, providing constant visual supervision, and _____ be left alone with residents, cadets, students, or probationers.
- 4) Never give out any _____ information to a juvenile.
- 5) T F Interns & volunteers must check with the supervisor on duty prior to giving snacks (such as cookies or brownies) to a resident/cadet/probationer.
 T F Interns & volunteers must check with the supervisor on duty prior to giving documents to a resident/cadet/probationer.
 T F Interns & volunteers must check with the supervisor on duty prior to giving books or magazines to a resident/cadet/probationer.
- 6) In the event an altercation breaks out while you are in the facility you are expected to:
 - a) Help the detention/academy/probation officer subdue the juvenile(s)
 - b) Position yourself between the juvenile and the officer
 - c) Remove yourself from the area as quickly as possible
- 7) Circle the statement that is NOT listed as a reason for termination of a volunteer in policy?
 - a) Disqualifying criminal history
 - b) Breach of confidentiality
 - c) Erratic or unreliable attendance
 - d) Unlawful conduct or breach of facility rules and regulations
 - e) Violation of departmental policies
 - f) Inability to cooperate with departmental staff
 - g) Engaging in activities which threaten the order or security of any office, program or the safety of the volunteer or juveniles
 - h) Repeated violations of the dress code
 - i) Inappropriate conversation, attitude, behavior, and/or mannerisms toward any child.
 - j) Unsatisfactory service.
- 8) Volunteers and Interns work to build relationships with the juveniles in this facility and sometimes have to choose between maintaining a confidence regarding something the juvenile told them while they were visiting or reporting it to staff and possibly getting the juvenile into trouble. Which of the following situations would require you to report the incident to a staff member?
 - a) The juvenile was talking in a joking manner about escaping
 - b) The juvenile described an abusive home life.
 - c) The juvenile jokingly mentioned thinking about hurting themselves or others.
 - d) The juvenile mentioned hearing about something bad happening to another juvenile.
- 9) When is it appropriate for volunteers to discuss offenses with residents in detention? _____
Is it considered appropriate to discuss offenses with cadets at the Academy? _____
- 10) Harassment & Hostile Work Environment. (Fill in the blanks) Harassing or hostile behavior may be any unwanted attention, behavior, or communication that a person finds objectionable, offensive, and or/ which makes them feel threatened or uncomfortable, leading to a loss of dignity or self-respect. The _____ of the 'harasser' will be considered _____ compared to the impact on the recipient 'victim'. If you observed such behavior or have knowledge of harassing / hostile behaviors, you _____ report this immediately to the Division Director. Knowing harassment is occurring and not reporting it is _____, _____, and a clear violation of the department's _____.

The Division Directors are: Detention: _____ Academy: _____
Probation / Court: _____

If you are uncomfortable speaking to the Division Director for any reason, bring your concern directly to _____.

◆ On the following pages are 3 job descriptions.
Complete the ONE that is appropriate for your application:

Volunteer
Counseling Intern
Non-Counseling Intern

Additionally – for all volunteers & interns I need:

A copy of your Driver's License
To take your picture
Your signature on a volunteer card
You to complete the volunteer training (usually scheduled for the 3rd Monday morning of each month)
To schedule you to have your fingerprints done electronically (there is a cost to us for this step, so I prefer not to schedule this until you have completed the volunteer training)

For Interns I need:

A copy of the contract or letter indicating you are participating in an approved internship
A certified copy of your transcript
A copy of your practicum insurance (graduate student counseling interns & LPCI)
A copy of your current licensure (LPCI, etc)

The photo is used to create a volunteer badge, or for interns, a proxy card with limited access.

After you have completed the training, your fingerprint background check has been completed, and you have submitted all the required documentation, I will use your photo, DL & completed volunteer card to generate an approval page to be placed at the Academy & Detention.



Volunteer Job Description

Printed Name of Volunteer

Volunteers provide varied services for the juveniles and/or staff of the Williamson County Juvenile Justice Ctr.

Please review the categories below and select the one that most closely matches the volunteer services you are providing.

Add any additional duties that may be specific to your assignment (continue on the back as necessary).

Sign and date this job description.

Classroom –
Interaction with the Detention residents and/or Academy cadets and/or JJAEP students:
Provide instruction in a classroom style setting in: MATH, ENGLISH, SCIENCE, other _____
Personal and/or group instruction provided;
Encourage juveniles to use their abilities for success in life.

Office Staff –
Interaction with Detention residents and/or Academy cadets and/or JJAEP students and/or general public by providing office support on a scheduled or as-needed basis:
For absent staff at reception areas (Academy, Court, Detention, Administration).
For special projects / deadlines

Field Office –
Interact with Juvenile Services staff, probationers, families, etc:
Accompany officers on calls outside the office, as approved

Assist officers with office duties & appointments, as approved
Assist staff with programs, as appropriate
Provide professional services (appropriate license required)

Art –
Interaction with the Detention residents and/or Academy cadets and/or JJAEP students:
Provide art instruction in a classroom style setting;
Personal and group instruction provided;
Encourage juveniles to use art as an acceptable form of expression.

Church volunteer –
Interaction with the Detention residents and/or Academy cadets and/or JJAEP students:
Personal and group spiritual guidance and Bible lessons provided;
Provide encouragement and tools for making positive changes in their lives;
Pray for and with the juveniles.
May play games with the juveniles: educational and/or relay-race type, etc.

Mentor –
Interaction with the Detention residents and/or Academy cadets and/or JJAEP students:
Personal and/or group mentoring;
Provide personal experience examples and/or guidance in identifying the causes for their current circumstances and how to make positive changes;
Guardian ad-litem

All volunteers providing services in the Detention and Academy programs OR Field Services:
act within the scope of their written job description under the supervision of the on-duty Shift Supervisor / Detention Officer / Academy Officer / (in the field) designated supervisor or staff; and,
comply with the program rules in regards to supplies / snacks they provide for the juveniles.

The category that most closely matches the volunteer services I will be providing is _____.
The printed job description covers my services. I have no additional services to add to the printed job description. _____ (initial indicating this is your choice).
Additional services I provide & need to add to the volunteer job description category selected above:

Signature

Date

Legal protection for volunteers is provided in the Volunteer Protection Act, 42 United States Code Section 14501 et.seq. The Act is a federal law that affords immunity to volunteers provided that the volunteer acted within the scope of their stated job description. It is not intended to cover instances where the volunteer is required to have professional licensing or credentialing as mandated by law.

**WILLIAMSON COUNTY INTERN JOB DESCRIPTION
INTERN / COUNSELING**

JOB SUMMARY: Under the direct supervision of the designated staff counselor: delivers counseling services (individual, family, and group) to referred juveniles (Probation, Detention, Academy) in the areas of personal, family, and/or social difficulties. Must abide by professional and/or ethical standards in dealing with juveniles to maintain client confidentiality.

ESSENTIAL DUTIES:

- Must sign the sign-in log appropriate to the WCJS site
- Must be accountable for personal schedule and assigned duties
- Must make proper documentation in case files, logs, and program logs, as appropriate; complete all required paperwork associated with your duties
- Display a positive, professional attitude when working with juveniles and their families
- Attend meetings and trainings as assigned
- Communicate all pertinent information to supervisor and/or appropriate staff
- Be knowledgeable of Department Policy and Procedure regarding volunteers/interns
- Notify assigned supervisor in a timely fashion when you are absent or are unable to report for scheduled duties
- Participate in supervised individual, group, and family counseling sessions

SCOPE & LIMITED RESPONSIBILITY: The Intern is accountable to the supervisor at the site they are working at, including the shift supervisor at Academy or Detention. The Intern's scope of duties is limited to counseling, and other related duties as appropriate to their degree program, as assigned by the designated staff counselor.

QUALIFICATIONS/SPECIAL KNOWLEDGE AND SKILLS: Interns must be enrolled in a University or Licensing Program related to counseling. Interns must attend department orientation and training, including training on reporting abuse, exploitation & neglect before starting duties. Interns must submit to a criminal background check, including a registered sex offender check. Graduate and Post Graduate Student Interns must obtain & maintain practicum Liability Insurance.

College / University currently attending: _____

Internship is required for: _____ degree

Internship is required for _____ Licensure (Post Graduate)

Printed Name of Intern

Signature of Intern

Date

Legal protection for volunteers is provided in the Volunteer Protection Act, 42 United States Code Section 14501 et seq. The Act is a federal law that affords immunity to volunteers provided that the volunteer acted within the scope of their stated job description. It is not intended to cover instances where the volunteer is required to have professional licensing or credentialing as mandated by law.

WILLIAMSON COUNTY INTERN JOB DESCRIPTION
INTERN / CRIMINAL JUSTICE
(or related non-counseling degree)

JOB SUMMARY: Under the direct supervision of the designated staff counselor/probation officer: provides case management services to referred juveniles (Probation, Detention, Academy). Must abide by professional and/or ethical standards in dealing with juveniles to maintain client confidentiality.

ESSENTIAL DUTIES:

- Must sign the sign-in log appropriate to the WCJS site
- Must be accountable for personal schedule and assigned duties
- Must make proper documentation in case files, logs, and program logs, as appropriate; complete all required paperwork associated with your duties
- Display a positive, professional attitude when working with juveniles and their families
- Attend meetings and trainings as assigned
- Communicate all pertinent information to supervisor and/or appropriate staff
- Be knowledgeable of Department Policy and Procedure regarding volunteers/interns
- Notify assigned supervisor in a timely fashion when you are absent or are unable to report for scheduled duties
- Participate in supervised individual, group, and family counseling / intake meetings

SCOPE & LIMITED RESPONSIBILITY: The Intern is accountable to the supervisor at the site they are working at, including shift supervisor at Academy or Detention. The Intern's scope of duties is limited to related duties as appropriate to their degree program, as assigned by the designated staff counselor/probation officer.

QUALIFICATIONS/SPECIAL KNOWLEDGE AND SKILLS: All Interns, must be enrolled in a University related to their degree program. Interns must attend department orientation and training, including training on reporting abuse, exploitation & neglect before starting duties. Interns must submit to a criminal background check, including a registered sex offender check.

Internship is required for: _____ degree

College / University currently attending: _____

Printed Name of Intern

Signature of Intern

Date

Legal protection for volunteers is provided in the Volunteer Protection Act, 42 United States Code Section 14501 et seq. The Act is a federal law that affords immunity to volunteers provided that the volunteer acted within the scope of their stated job description. It is not intended to cover instances where the volunteer is required to have professional licensing or credentialing as mandated by law.

**ALL VOLUNTEERS / INTERNS ARE
REQUESTED TO OBTAIN THREE
PERSONAL / PROFESSIONAL
REFERENCES AND SUBMIT THEM
WITH THIS APPLICATION.**

**THE REFERENCES ARE NOT TO BE
FAMILY MEMBERS UNLESS THEY
HAVE WORKED DIRECTLY WITH
YOU IN A PROFESSIONAL
SETTING.**

**PLEASE USE THE FORMS
PROVIDED ON THE NEXT THREE
PAGES.**



WILLIAMSON COUNTY JUVENILE SERVICES

Volunteer Reference Questionnaire

Applicant Name: _____ Date: _____

1. How long have you known the applicant? _____

2. In what capacity have you known the applicant? *(Check at least one below)*

Supervisor Coworker Friend Other _____

3. Name your occupation and the organization you are with: _____

4. Describe the applicant's relationship with you and/or your organization.

5. In your opinion, what will the applicant offer in the capacity of a volunteer?

6. Please describe from your perspective on how well the applicant works with others.

7. Is there any reason in your mind that that this applicant should not be selected as a volunteer for Williamson County Juvenile Services? YES NO

If YES, please explain: _____

8. Would you select the applicant as a volunteer for your organization? YES NO

If NO, please explain: _____

9. Any additional comments or information: _____

Print Name

Signature

Date



WILLIAMSON COUNTY JUVENILE SERVICES VOLUNTEER / INTERN TIME LOG



Calendar Year _____ **Grand Total Number of Hours:** _____
 (This form is needed for Department-wide documentation of volunteer hours. Please complete one form for each calendar year you have any volunteer hours. This paper needs to be turned in to Sherry following your last volunteer day in December.)
 Please total your hours and record the total prior to turning in this form.

Volunteer's Name _____

Volunteer Representing: Intern Church Ministry _____

Mentoring Counseling Educational Art Caseload

Department: Academy Detention Counseling Administrative Court-Intake Probation

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
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