



COMMUNITY INITIATIVES, INC.

Working with the community for the community

201 Church Ave, Greenwood SC 29646

864-223-7472

www.communityinitiatives.us

Volunteer Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

_____ *City State ZIP Code*

Phone: () _____ E-mail: _____

Availability:

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY

Select the program you would like to volunteer with:

Safe Haven La Clinica Gratis Administration Office Community Outreach

Have you ever volunteered for this company? YES NO If yes, when?

YES NO

Have you ever been convicted of a felony?

If yes, explain:

Volunteer type: Skill-Based Volunteer Collegiate Volunteer/Intern VolunTEENS

References

Please list two professional/personal references. Also, email a current copy of your resume to our Volunteer Coordinator, tiara@communityinitiatives.us

Full Name: _____ Relationship: _____ Company: _____ Phone: () _____

Full Name: _____ Relationship: _____

Company: _____ Phone: () _____

Education (VolunTEENS & Collegiate Volunteers/ Interns ONLY)

High School: _____ Teacher: _____

How many service hours are required? _____ Organization: _____

College:

Major:

Expected
Graduation:

Internship Required? YES

NO

How many hours
are required?



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Skills

Spanish:	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Word Processing:	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Data Processing:	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Other skills:		

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application allow me to volunteer with Community Initiatives, Inc., I understand that false or misleading information in my application or interview may result in my release of service and all agreements.

Signature:

Date



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Volunteer Essay

Not Required for Medical Providers

Please explain what you believe to be your strengths and your weaknesses as related to the program for which you would like to volunteer, and why you are the best candidate for this position. Use the space provided below. Do not write less than 100 or more than 200 words.

Begin here:



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HIPAA/Confidentiality Agreement

As a staff/volunteer of Community Initiatives Inc. La Clínica Gratis/The Free Clinic, I understand and acknowledge that:

I must hold confidential and private all information pertaining to patients, patient records, client facility policies, and procedures.

All protected patient information shall be kept safeguarded pursuant to the policies and procedures at each facility, respectively and in accordance with the Health Information Portability and Accountability Act of 1996 (HIPPA), the regulations issued there under, and any applicable state law to prevent impermissible disclosure, loss or misuse, and to ensure that only authorized persons have access to such protected information.

I will consult the Clinic Director in the event I have any questions regarding the scope or application of the privacy policies described in this statement.

Private and confidential information will only be released to an outside party when legally required to do so and to the extent minimally necessary to respond to the request.

Failure to maintain confidentiality and privacy may lead to disciplinary action up to and including termination as well as any actions designated by the appropriate disciplinary and/or credentialing board.

I understand that any breach of confidentiality may be grounds for immediate termination of employment as well as any appropriate legal actions.

Name (please print)

Signature

Date



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Mandated Reporting and Abuse/Molestation Prevention Guidelines

"Child abuse or neglect" or "harm" occurs when the parent, guardian, or other person responsible for the child's welfare:

- (a) inflicts or allows to be inflicted upon the child physical or mental injury or engages in acts or omissions which present a substantial risk of physical or mental injury to the child, including injuries sustained as a result of excessive corporal punishment, but excluding corporal punishment or physical discipline which:
 - (i) is administered by a parent or person in loco parentis;
 - (ii) is perpetrated for the sole purpose of restraining or correcting the child;
 - (iii) is reasonable in manner and moderate in degree;
 - (iv) has not brought about permanent or lasting damage to the child; and
 - (v) is not reckless or grossly negligent behavior by the parents.
- (b) commits or allows to be committed against the child a sexual offense as defined by the laws of this State or engages in acts or omissions that present a substantial risk that a sexual offense as defined in the laws of this State would be committed against the child;
- (c) fails to supply the child with adequate food, clothing, shelter, or education as required under Article 1 of Chapter 65 of Title 59, supervision appropriate to the child's age and development, or health care though financially able to do so or offered financial or other reasonable means to do so and the failure to do so has caused or presents a substantial risk of causing physical or mental injury. However, a child's absences from school may not be considered abuse or neglect unless the school has made efforts to bring about the child's attendance, and those efforts were unsuccessful because of the parents' refusal to cooperate. For the purpose of this chapter "adequate health care" includes any medical or nonmedical remedial health care permitted or authorized under state law;
- (d) abandons the child;
- (e) encourages, condones, or approves the commission of delinquent acts by the child and the commission of the acts are shown to be the result of the encouragement, condonation, or approval; or
- (f) has committed abuse or neglect as described in subsections (a) through (e) such that a child who subsequently becomes part of the person's household is at substantial risk of one of those forms of abuse or neglect.

Mandatory Reporters

South Carolina law requires that certain professionals report suspected cases of child abuse or neglect. Because they have unique opportunities to observe and interact with children, the following professionals are mandated reporters of child abuse or neglect: physicians, nurses, dentists, optometrists, medical examiners or coroners or their employees, emergency medical services, mental health or allied health professionals, teachers, counselors, principals, school attendance officers, social or public assistance workers, substance abuse treatment staff, childcare workers, foster parents, police or law enforcement officers, juvenile justice workers, volunteer non-attorney guardians ad litem serving on behalf of the South Carolina Guardian ad Litem program or on behalf of Richland County CASA, undertakers, funeral home directors or their employees, film processors, computer technicians, judges, and clergy, including Christian Science

Practitioners or religious healers (subject to laws governing privileged communication). The law encourages all persons to report.

When to Report

Mandated reporters must report abuse or neglect when, in their professional capacity they receive information giving them reason to believe that a child's physical or mental health has been or may be adversely affected by abuse or neglect. A decision to report must be based upon a reasonable belief that a child has been or may be abused or neglected. Thus, mandatory reporters need not have conclusive proof that a child has been abused or neglected prior to reporting abuse or neglect to the proper authorities. A person who is required to report and fails to do so is guilty of a misdemeanor. Upon conviction, he or she may be fined up to \$500 or imprisoned up to six months, or both

Guidelines for Mandatory Reporters: Reporting Procedures

When confronted with the possibility that a child has been or may be abused or neglected there are several steps that should be taken to protect the child. The following are suggested guidelines to further assist mandatory reporters in recognizing and reporting suspected child abuse and neglect.

Responding to a Child

- Listen attentively while the child is talking to you.
- Do not probe for details, particularly concerning sexual abuse. (Proving sexual abuse in court often depends heavily on the child's statement. Discussing details of the abuse with the child is essentially handling evidence, and should only be done by trained investigators).
- Do not remove clothing to examine the child's body unless you are a medical professional.
- Do not indicate doubt or disbelief.
- Do not express shock or anger at the possible perpetrator. Children often love the person who mistreats them.
- Tell the child what you will do, for example that you are going to contact DSS and a caseworker will come to talk with the child.
- Do not give the child false assurances, or promise that you will keep the information confidential

Documentation

- Document the basis of your concerns, including physical and behavioral signs.
- Document the child's statements to you.
- Try to use the child's exact words.
- Document the child's demeanor while talking with you. Note any signs of fear or distress.
- If you make the report orally, record the date, time, and the person and agency you contacted.
- If you make the report in writing, keep a copy of the correspondence.
- Be aware that your records concerning the report may be subject to subpoena.

Making a Report

- Make the report as soon as possible after receiving the information which causes you to suspect abuse or neglect. Mandatory reporters cannot "cause" a report to be made by delegating this responsibility to someone else. You must personally make the report.
- You do not need to have conclusive proof. The law requires you to report when you have "reason to believe" a child is being or may be abused or neglected.
- Do not attempt to investigate or excessively question the child. Specially trained DSS caseworkers and law enforcement officers will investigate the allegations.

- In addition to making the report to DSS or law enforcement, follow Community Initiatives Inc.'s procedures regarding notification of supervisors: *Complete an incident report, notify the supervisor and executive director immediately. Follow the outlined protocols to the letter, with no exceptions.*
- Collect as much of the following information as possible to convey to the investigating agency: child's name, age, date of birth, and address; child's present location; names and ages of siblings, parents' names and addresses.
- Explain why you are concerned about the child.
- At the time of the report, or as soon as possible thereafter, provide copies of all photographs, negatives, and medical reports to DSS.
- Although reports can be made anonymously, it is often helpful to provide your name and address in the event that further information is needed.
- At the time the report is made, you can request to be notified of the outcome of an investigation.
- After you have made a report, if you learn new information or if you learn additional information, report to DSS or law enforcement.

Investigation Procedures

- Employees or volunteers of Community Initiatives are not to investigate any report made.
- State law mandates the guidelines for investigation of reports by DSS. These guidelines will be honored by this organization.

As an employee or volunteer of Community Initiatives, Inc., I am aware of and pledge to follow the above mentioned guidelines regarding abuse, neglect, or harm. Community Initiatives follows the laws outlined in SC Code 63-7, known as the Children's Code.

Employee or Volunteer Signature

Date



VOLUNTEER MEDIA RELEASE

Program participants/clients, volunteers, staff, parents, and legal guardians of Community Initiatives, Inc.'s programs hereby agree to grant permission to Community Initiatives, Inc. to release pictures, video and quotations of verbal and/or written statements concerning involvement and/or participation of the under signed listed below in any engaging activities, videos, interviews, field trips, community events, and group meetings or outings.

Permission to use these items is granted on the strict condition that all items will be used only to promote the CI programming and marketing efforts. Please note that this includes social media such as Facebook and Twitter pages and the agency website.

The undersigned hereby waive, release, and agree to hold free all claims of unlawful use of pictures, video and both verbal and written quotes concerning Community Initiatives, Inc., their officers, members, employees and agents.

Los programas de Program participants/clients, voluntarios, personal, padres y tutores legales de Community Initiatives, Inc. acuerdan conceder permiso a Community Initiatives, Inc. para

publicar fotos, videos y citas de declaraciones verbales y/o escritas sobre la participación y/o participación de los abajo firmados se enumeran a continuación en cualquier actividad atractiva, videos, entrevistas, excursiones, eventos comunitarios y reuniones o salidas de grupo.

El permiso para utilizar estos artículos se concede con la estricta condición de que todos los elementos se utilizarán sólo para promover los esfuerzos de programación y marketing de CI. Tenga en cuenta que esto incluye las redes sociales como Facebook y Twitter páginas y el sitio web de la agencia.

Los abajo firmantes renuncian, liberan y aceptan mantener libres todas las reclamaciones de uso ilegal de imágenes, videos y citas verbales y escritas relacionadas con Community Initiatives, Inc., sus oficiales, miembros, empleados y agentes.

I consent that each participant listed below agrees to all aforementioned activities.

Doy mi consentimiento para que cada participante que se enumera a continuación acepte todas las actividades antes mencionadas.

Volunteer Signature

Date