



at Saint Vincent

VOLUNTEER PROCESS

Thank you for your interest in volunteering for The Core Collective at Saint Vincent. Our mission is to provide love, security, and support for youth (ages 10-19) and their families facing significant life challenges. We do this through a fully integrated program of services.

Founded in 1850 as an orphanage, The Core Collective has continued providing services to youth and families by continually evolving as the needs of the community change. The Core Collective at Saint Vincent provides therapeutic support services and housing to approximately 500 youth and provides crisis intervention and referral services to nearly 600 youth and families each year.

The Core Collective at Saint Vincent offers recurring or one-time opportunities for individuals and groups. For questions or more information, please contact Michelle Quinn, Communications and Development Manager.

We appreciate your support and are grateful for your interest in donating your time to The Core Collective at Saint Vincent!

1. Please fill out the volunteer application form. (Page 1)
2. Please complete the Volunteer Opportunities form. Indicate all areas of interest, including if you have your own idea for volunteering. Please note your availability. (Page 2)
3. Please read, sign, and return to Michelle Quinn, Communication and Development Manager:
 - a. Release Forms – page 3
 - b. Annual Background Check Authorization – page 4
 - c. Confidentiality of Client Information – pages 5-7
 - d. Child Abuse/Neglect – pages 8-9



at Saint Vincent

Volunteer Application

PERSONAL INFORMATION

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Gender: _____

Email Address: _____

BACKGROUND INFORMATION & EXPERIENCE

Employer: _____

Position: _____

Highest Education Level Attained: _____

How did you hear about The Core Collective at Saint Vincent? _____

In case of emergency contact: _____

Phone: _____ Relationship: _____

REFERENCES: Please provide contact information for two non-relative references:

Reference #1

Name: _____ Relationship: _____

Phone: _____ Email: _____

Reference #2

Name: _____ Relationship: _____

Phone: _____ Email: _____



at Saint Vincent

VOLUNTEER OPPORTUNITIES Please check all areas of interest:

- Young Friends:** Become a member of our young professionals network. Young Friends is a group of 21-39 year olds dedicated to serving the mission of through fundraising, service, and advocacy.
- Recreation Volunteer:** Participate with the youth we serve in outdoor/indoor activities; play basketball, help with homework, craft projects, assist with group outings, or help our youth grow by introducing your talents and hobbies.
- Special Events:** Assist with The Core Collective at Saint Vincent's special events.
- Maintenance Volunteer:** A building as beautiful and historic as The Core Collective at Saint Vincent requires a lot of TLC. Come for a day on your own or with a group and tackle a small, but important project around the grounds or inside our building.
- Special Projects:** Help brighten up our residential living areas; host a holiday party; paint a wall mural; plant a garden with our kids, etc.

Have an idea of your own? _____

AVAILABILITY

Please check the days that you are generally available to volunteer:

- Monday Tuesday Wednesday Thursday Friday Saturday Sunday
- Mornings Afternoons Evenings Other _____

I agree that I have read and completed the above information to the best of my knowledge, and I give The Core Collective at Saint Vincent the permission to use the provided information to verify documents, such as the mandated background check.

Signature: _____ Date: _____

RELEASE FORMS

Please read thoroughly, sign, and date the bottom of the page.

LIABILITY WAIVER

I hereby release, indemnify, and hold harmless The Core Collective at Saint Vincent, the organizer, sponsor, and supervisors of all activities from any and all liability in connection with any injury (including injury caused by negligence), in conjunction with the use of The Core Collective at Saint Vincent property. In addition, The Core Collective at Saint Vincent has permission to utilize any photographs or videos taken for publicity purposes.

CHILD ABUSE AND NEGLECT

The Core Collective at Saint Vincent is committed to the prevention of child abuse and to assisting those who are affected by incidents of child abuse. The Core Collective is also committed to complying with the legal requirements for reporting child abuse. Child abuse is defined as physical injury, sexual trauma, emotional abuse, or verbal abuse inflicted on a child other than by accidental means. Child neglect is defined as the failure to provide the proper or necessary support, education as required by law, nutrition, surgical, or any other care necessary for a child's well-being by those responsible for the care, custody, and control of the child.

POLICY ON CONFIDENTIALITY OF CLIENT INFORMATION

All information about The Core Collective at Saint Vincent is confidential and kept secure. All children's last names are confidential. The Core Collective at Saint Vincent staff and graduate practicum students have access only to the records of clients with which they are professionally involved and none other. Board members and volunteers do not have access to records. The Core Collective at Saint Vincent complies with HIPPA regulations.

I confirm that I have read and understand the information listed above.

Printed Name

Signature

Date

Annual Background Check (FCSR) Authorization

Pursuant to the Federal Fair Credit Reporting Act, I hereby authorize The Core Collective at Saint Vincent and its designated agents and representatives to conduct an annual comprehensive review of my background through the Family Care Safety Registry to be generated for employment/volunteering or retention as an employee/volunteer. I understand that the scope of the investigative report may include, but is not limited to, the following areas: verification of Social Security number; current and previous residences; employment history, including all personnel files; education; references; criminal history, including records from any criminal justice agency in any or all federal state, or county jurisdictions; birth records; motor vehicle records, including traffic citations and registration, and any other public records.

I, _____, authorize the complete release of these records or data pertaining to me that any individual, company, firm, corporation, or public agency may have. I hereby authorize and request any present or former employer, school, police department, financial institution, or other persons having personal knowledge of me to furnish The Core Collective at Saint Vincent or its designated agents with any and all information in their possession regarding me in connection with an application of employment. I am authorizing that a photocopy of this authorization be accepted with the same authority as the original.

I understand that pursuant to the federal Fair Credit Reporting Act, if any adverse action is to be taken based upon the consumer report, a copy of the report and a summary of the consumer's rights will be provided to me.

Signature

Date

CONFIDENTIALITY OF CLIENT INFORMATION

POLICY:

All information about The Core Collective at Saint Vincent is confidential and kept secure. The Core Collective at Saint Vincent staff and graduate practicum students only has access to the records of clients with whom they are professionally involved. Board members and volunteers do not have access to records.

All case records include a notice that the information in the records is confidential, The Core Collective at Saint Vincent complies with all HIPPA guidelines, and our Code of Ethics, and All staff professional consultants, and practicum students are required to observe confidentiality procedures during employment and after their termination.

The clients at The Core Collective at Saint Vincent have a right to privacy and confidentiality. The Core Collective at Saint Vincent complies with all HIPPA guidelines, our Code of Ethics, the standards of the National Association of Social Workers Code of Ethics, American Therapeutic Recreation Association Code of Ethics, and Code of Ethics of the Educational Profession, and Missouri State Statute 210.150. Confidential information can only be released when a written release of information, a court order, or subpoena has been secured. The Core Collective at Saint Vincent can release only information generated by The Core Collective at Saint Vincent. If an outside resource requests information from The Core Collective which was not generated by The Core Collective, the request should be referred to the specific individual or agency which generated the information or the agency acting as legal guardian.

All case records, whether electronic, written, open, or closed, are confidential. Paper records are kept in locked file cabinets. All rooms with case record cabinets are kept locked except during those hours in which a staff member is present in the room where the files are kept. Electronic records are only accessible to staff that has authorized access and are password protected.

Case records may not be moved from The Core Collective at Saint Vincent premises unless specifically ordered in writing by an appropriate court official. No information is to be copied from a client record or verbally shared outside of The Core Collective at Saint Vincent without written authorization from a parent or legal guardian or upon written order from the court. All requests for information from a client's record shall be documented in the record by a signed release of information for providing the name of the individual making the request, the date, and the reason. If information is refused, the refusal and grounds for refusal shall be documented. When special or unusual information about an individual client is sought, appropriate legal counsel is consulted, and advice documented. In situations where a client may be endangered or there is reason to suspect that a client may endanger others, The Core Collective at Saint Vincent complies with legal requirements to inform parents, legal guardians, foster or adoptive parents, community authorities, and/or those who may be endangered. Decisions regarding such disclosure of information are made in conjunction with the supervisory staff and are reviewed by the Chief Executive Officer in accordance with ethical standards and to prohibit exploitation of children served, The Core Collective respects the privacy of clients served and does not allow participation in public relations or fundraising activities without the expressed written consent of the legal guardian. In cases where a child abuse hotline initiates an investigation, the Children's Division worker investigating the allegation will have access to the case record.

In order to ensure high quality of care, the CQI committee and its various subcommittees must have

access to client information and case records for the purposes of professional review and evaluation.

The Chief Executive Officer shall appoint as members of the committee only persons who are committed to the concept of client confidentiality either by their professional code of ethics or by a personal commitment to maintain confidentiality. The chairperson of each committee is responsible for maintaining professional standards of confidentiality during the official case review and evaluation by the committee. The CQI Committee may include Board Members and community volunteers.

The Core Collective at Saint Vincent does not participate in any research projects that require the identification of human subjects.

Licensing or Accreditation Reviews or Children's Division hotline investigation normally requires access to client information and case records for the purpose of professional review and evaluation. The Chief Executive Officer shall verify the identity of personnel assigned to the external review.

Those external authorities will be required to sign the File Review Log, which is kept in the front of the case file. A Core Collective professional staff person shall be available during such review to ensure maintenance of confidentiality and to provide needed assistance.

All open client records are kept in files in the locked file room. Client records are to be signed out only by staff members involved with that client unless authorized by the Chief Executive Officer. Records are not to be taken from the building unless authorized by the Chief Executive Officer. Any questions relating to the release of information should be directed to the Director of Residential or the Chief Executive Officer.

Clients may review all material written by The Core Collective at Saint Vincent staff concerning themselves. The review must take place in the presence of a professional staff person on The Core Collective at Saint Vincent premises. Prior to this review, the professional staff person is required to examine the materials and ensure that the confidentiality of other family members or other clients at The Core Collective at Saint Vincent is protected.

If the client is a minor and The Core Collective at Saint Vincent decides that direct access would be injurious to that client, appropriate information is shared with the parent or legal guardian about the agency's decision. Any refusal to share information must be approved in writing by The Core Collective at Saint Vincent's Chief Executive Officer and the client must be directed to the legal guardian. This is in compliance with COA standards G7.504 and G7.5.05.

Client (and the parent/guardian, if the client is a minor) may insert into the case record any statement that they deem appropriate.

Close case records shall be retained for five years unless otherwise specified by the referring or contracting agency. The primary therapist has the responsibility for preparing a discharge summary prior to storage of the case record in a locked file cabinet. After the record has been closed for 7 years, only critical information and reports generated by The Core Collective at Saint Vincent will be kept indefinitely. Residential staff under the supervision of the Director of Residential will be responsible for purging client records after 5 years. Only prior adoption records will be kept indefinitely. Access to any adoptive records may be obtained only with a court order.

The Core Collective at Saint Vincent maintains a record of names and birth dates of children in residence which dates to its founding in 1850. There have been many individuals throughout the years who have returned to The Core Collective at Saint Vincent seeking information about themselves as children.

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www.thecorecollectivestl.org

Generally, the record is reviewed with these former residents under the direction of a clinical staff member and with the prior approval of the Chief Executive Officer. Personal mementos (photos, school report cards) usually are turned over to the former resident who also is given the opportunity to photocopy any materials. The process is carried out in accordance with accepted treatment practice and at the direction of the Chief Executive Officer, who obtains legal counsel when deemed appropriate. Access to these records is available only to the persons who received services. At the discretion of the Chief Executive Officer, the heirs, including descendants and surviving spouses, of those who lived at The Core Collective at Saint Vincent while it was an orphanage may receive specific information about their relatives such as date of birth, admission, and discharge, and evidence of genetic diseases. To assist those for whom the orphanage records may be the only source of information, The Core Collective at Saint Vincent shall maintain intact case records for clients served prior to 1960.

Additional policies and procedures are in place to ensure compliance with HIPAA regulations regarding the following:

- Safeguarding Protected Health Information
- Uses and Discloses of Protected Health Information
- Notice of Privacy Practices
- Authorizations for Release of Protected Health Information
- Accounting of Disclosures of Protected Health Information
- Amendment of Protected Health Information
- Electronic Record and Communication Security

I have read and understand the information contained in the Confidentiality Policy.

Printed Name

Date

Signature

CHILD ABUSE/NEGLECT

The Core Collective at Saint Vincent is committed to the prevention of child abuse and to assisting those who are affected by incidents of child abuse. The agency is also committed to complying with the legal requirements for reporting child abuse.

Child Abuse is defined as physical injury, sexual trauma, or emotional and verbal abuse inflicted on a child other than by accidental means, by those responsible for the child's care, custody, and control, or from persons who are agents or employees of The Core Collective at Saint Vincent.

Child neglect is defined as the failure to provide, by those responsible for the care, custody, and control of the child, the proper or necessary support, education as required by law, nutrition, medical, surgical, or any other care necessary for their well-being by those who are agents or employees of The Core Collective at Saint Vincent.

Any substantiated incident of child abuse or child neglect as defined above shall be cause for notifying the Child Abuse Hotline.

PROCEDURES

1. When any staff believes that a child has been abused or neglected, they are to report their belief to their supervisor. Staff is responsible for reporting suspicions. The Division of Family Services is responsible for the investigation and verification of the facts.
If their supervisor is not available, they are to contact the main office, which will contact the person in charge. The report may be oral but should be followed by a written summary of:
 - a. The reasons for the belief that abuse/neglect has occurred,
 - b. Who the perpetrator is,
 - c. The time and date they informed supervisory staff
2. The supervisor will contact the Division of Family Services Hot Line (1-800-392-3737) to report the alleged incident for the official investigation. The supervisor will keep a record of when the Hot Line was contacted and who took the information. If the Hot Line worker suggests activities for The

Core Collective at Saint Vincent to take, the supervisor will record these recommendations and inform the administrative team.

3. An internal investigation will be conducted, and a written report prepared. The report will be available for the Hot Line Investigator. The Licensing Unit of the Division of Family Services will also be provided a copy of the internal investigation report.
4. If the allegation involves a resident and a staff member, and the safety of the children is threatened, the alleged perpetrator will be reassigned and shall not work directly with the children until the investigation(s) is completed. If deemed necessary by the management of the Agency, the employee shall be suspended with pay until the completion of the investigation.
5. If either investigation determines “probable cause” child abuse/neglect, a report will be provided outlining corrective action to be taken. The division of Family Services Licensing Unit will receive this outline of corrective actions. The corrective actions will be implemented.

I have read and understand this policy on Reporting Child Abuse and Neglect:

Printed name

Date

Signature