

Regional Minority AIDS Program
INTERNSHIP/VOLUNTEERS Duties and
Responsibilities-

Interns/Volunteers are asked to sign and return. Failure to comply with the duties and responsibilities will result in dismissal from the Minority AIDS Program

Interns or Volunteers that are interested in volunteering directly with the Alachua County Health Department Minority AIDS Program must complete an application and pay 40.50. Make check payable to "Alachua County Health Department".

****** University of Florida students that are interested in a internship with the DOH DO NOT HAVE TO PAY 40.50.**

Interns/Volunteers that choose to work directly with community based organizations and NOT the Minority AIDS Program please contact the representative directly and will not need a DOH badge.

STEPS to BECOMING A VOLUNTEER

Download and complete the volunteer forms from www.313hiv.com

Contact Teresa White to schedule a face to face interview.

Pass a background police and record check

Once volunteer is cleared, volunteer will complete an online course that addresses, security, HIPPA, computer use, code of ethics. You will receive an email with the link to complete the training.

You are ready to be issued an identification badge that you must wear in all outreach settings.

2. Interns/Volunteers that have been issued a DOH badge **MUST** maintain a monthly volunteer timesheet and turn in to Teresa White via email or fax by the 5th of every month. If forms are not recd on a monthly basis, we will record "zero hours" for the month in your record and face closure from the program.

3. Interns/Volunteers that need a recommendation letter for Graduate School, Medical School, college etc. must make the request 30 days prior to Teresa White and **must have completed 30 hours of volunteer** service with the Minority AIDS Program before making the request. The hours must be documented in the volunteer files at the Minority AIDS Program office.

4. Dept of Health Volunteers are required to work a minimum of at least **15 hours** a month to be considered "active" in the volunteer program or your badge will be revoked. Interns from the College of Health and Human Performance at the University of Florida must work a total of 40 hours a week for Full time and 20 hours for Part time. DO NOT call Mrs. Teresa White to see what you can do to make up the hours, take initiative! There is lot's to be done in the community. Start a new idea, find new locations for outreach, recruit more help, coordinate an event in the community, coordinate fundraising opportunities, help out the other local community based organizations or sign up for a project. I send out many, many emails with ideas and events that you can assist with.

5. **Interns/Volunteers must be dependable.** If you sign up to support an event and cannot make it for any reason due to an emergency, the intern/volunteer must call in advance to inform the team leader or Ms. White that they will not be able to participate for a specific event so a replacement can be identified. Failure to do so will result in the loss of 2 intern/volunteer hours. Repetitive incidences will result in dismissal from the internship/volunteer program.

6. **SAFETY:** Interns/volunteers in street outreach settings should always travel in pairs never alone and must wear appropriate clothing. Interns/Volunteers are not allowed to drink alcoholic beverages while in club outreach settings. You are representing the Florida Department of Health!! You must be 18 years old to assist with the Club outreach efforts.

*****Volunteers and Interns are NOT allowed to use personal flash drive/USB drive/jump drive on any DOH computers. NO personal music CD's are to be played on the DOH computer. The IT Dept in Tallahassee monitors viruses that are caused by these personal items.**

7. **TRAVEL** – If an intern/volunteer signs up to work events in counties outside of Alachua, you must have your own transportation and due to budget unavailability, we are not able to offer reimbursement for travel. You will travel with Ms. White to any events outside of Alachua County.

8. All DOH interns/volunteers that have been issued a DOH badge are covered under workman's comp with the Department of Health. You must report any injuries or accidents promptly to Ms. White for further action.

9. There will be events that require setting up and cleaning up, please keep in mind that this is part of a intern/volunteer's duties. Be committed from beginning to finish. You must work as a team.

10. **Interns/Volunteers MUST attend monthly planning meetings every 2nd Sunday of the month from 3pm until 6pm-meetings are held at the Alachua County health dept.** Interns/Volunteers must notify the Ms. White in advance if not able to attend, with a valid excuse. Failure to attend 3 monthly planning meetings will result in being placed on a probationary period of 6 months before you can volunteer with the MAP program again. It can also result in the dismissal of the internship/volunteer program. Failure to attend meetings due to job, study groups, or family gatherings will not be accepted. We only meet 1 time a month for 3 hours-WE NEED YOU TO BE PRESENT! If you cannot make the meetings, you may want to re-consider if you can intern/volunteer with the Minority AIDS program.

11. **Do not talk to the media**, including student journalists, while volunteering. Notify your Team leader or Teresa White if such a situation arises

12. **CONFIDENTIALITY** = All private and confidential discussions and topics that are discussed in the monthly volunteer meetings by Mrs. White will NOT be discussed outside of the group!!! If Ms. White is informed or aware that you have discussed confidential information outside of the group, you may be charged with a 3rd degree felony for breaching confidential information. **NO GOSSIPING!!** It can result in elimination from the program and or legal charges.

13. Interns/Volunteers that are disrespectful or insubordinate to Team Leaders, staff, community members and partners, group members or Ms. White will be terminated from the internship/volunteer program immediately.

14. **DO NOT ever give out personal information**, you must get permission from the volunteer before giving out anyone's cell phone number. The only number you can provide in the community is 352-316-4023. Ms Teresa White cell number.

The more you contribute to the volunteer program, the more you will get out of it. You will have access to many talented and experienced staff, community partners and organizations. Do not be afraid to approach them for mentorship. Thank you for choosing to support our Public Health Efforts. Without your support, the success of this program would not be possible.

I _____ have read and understand the duties and responsibilities of the internship/volunteer program with the Department of Health, Region Minority AIDS Program. I understand that if I do not follow the rules of the program that I can be terminated from the internship/volunteer program.

Signature _____

Date _____