

CATHOLIC CHARITIES INDIANAPOLIS INC.  
AGENCY POLICIES AND PROCEDURES

Policy Name:	<b>Student Interns</b>
Domain:	<b>Human Resources 2.8</b>
Policy Location:	<b>www.archindy.org/intranet/shared/cci/index.html</b>
Effective Date:	<b>1982</b>
Dates of Revision:	<b>11/00;07/02;10/08; 1/12; 3/15; 8/18; 9/20; 2/23</b>
References:	<b>New Personnel Orientation Policy; New Personnel Orientation Acknowledgement; HIPAA Workforce Agreement form; and Employee Emergency Notification Form.</b>

**POLICY:**

Direct service student interns are supervised by licensed or otherwise accountable professional agency staff members.

**PROCEDURES:**

Catholic Charities Indianapolis supervisors of student interns providing direct services will see those interns:

1. Provide three verifiable references.
2. Complete "Safe and Sacred" program requirements for the protection of minors and others from sexual misconduct by persons working or ministering on behalf of the Archdiocese of Indianapolis. This includes a screening using state criminal history records and civil child abuse and neglect registries.
3. Are provided a written assignment that describes;
  - a. Duties
  - b. Time commitment
  - c. Responsibilities and prohibited activities.
  - d. Required skill sets, credentials, or trainings; and
  - e. Lines of supervision and the process for providing ongoing feedback.
4. Complete Archdiocese of Indianapolis Employee Emergency Notification sheet.
5. Are scheduled for an interview or introduced to the Executive Director of Catholic Charities Indianapolis prior to or within two weeks of starting the internship.
6. Will review the CCI policy and procedures for agency confidentiality and disclosure of client information. For Counseling and Adult Day Services programs, this also includes a review of HIPAA requirements and signing the HIPAA Workforce Agreement form.
7. Are oriented, within the first two weeks of placement, and sign a New Personnel Orientation Acknowledgement.

*David J. Bethuram*

David J. Bethuram  
Executive Director

3/1/2023

Date