



GREENE COUNTY DEPARTMENT of HUMAN SERVICES

Intern Protocol Introduction:

An intern is a student or recent degree graduate going through a supervised training in their chosen profession. In the case of Greene County Department of Human Services, the intern will have chosen a field of Human Services Human Services or nutrition/food service or food science as their profession. Interns will not receive any pay or benefit from Greene County or the Department of Human Services other than work experience.

All interested candidates for an intern position with GCDHS must:

- 1) Contact the office regarding his/her intention to serve as an intern.
- 2) Complete attached application, background check authorization, Code of Conduct Agreement & statement of agreement.
- 3) Explanation of the requested internship policy of the school.

Once paperwork has all been received by the GCDHS and background check, the department's Executive Director will submit an Intern Approval Request to the County Administrator for an approval/denial of internship. All required paperwork will be maintained on file with Greene County Human Services. Intern will serve under the supervision of the appropriate department staff member.

Statement of Agreement between Greene County Department of Human Services (GCDHS) and Interns

It is expected that there are mutual responsibilities and obligations, as well as specific planning, regarding how the career field experience for interns will be provided.

1. GCDHS agrees to assign a qualified staff member to act as supervisor for the intern placed in its jurisdiction.
2. The GCDHS supervisor will meet regularly with the intern to review his/her assignment. Supervision will be focused on learning and the intern should be given an opportunity during supervisory conferences to discuss any questions.
3. Evaluation of the intern's performance will be a continuous component of the supervisory process. Both intern and supervisor will participate in the evaluation.
4. GCDHS will provide opportunities for the intern to learn about the scope and function of GCDHS, as well as specific career field agreed upon by the intern and supervisor.

**GREENE COUNTY DEPARTMENT
of HUMAN SERVICES
Intern Application**

What type Human Services internship are you seeking? ☐ Aging ☐ Youth
Are you a Veteran? ☐ Yes ☐ No

Name: _____

Date of birth: _____ Social Security #: _____

Legal Address: _____

Mailing Address (if different from above: _____

Home Telephone: _____ Cell Phone: _____

EDUCATION:

Name of College/University: _____

Other Schools or Related Training: _____

Degree Received: _____

Present/previous internship(s): _____

Do you have a driver's license? ☐ Yes ☐ No
ID # & Class: _____ Expiration Date: _____

Emergency Contact Information:
Name: _____

Relationship: _____ Telephone # best to reach at: _____

I affirm that the statements made on the application are true under the penalties of perjury. I authorize investigation of all matters contained in this application.

I am aware that for appointment as an intern with Greene County Department of Human Services, I will be required to undergo a criminal history background check to determine suitability as an intern.

Signature: _____ Date _____

GREENE COUNTY DEPARTMENT of HUMAN SERVICES

CRIMINAL HISTORY RECORD CHECK CONSENT FORM

*Greene County Department of Human Services
411 Main Street
Catskill NY 12414*

The purpose of this form is to verify that the applicant understands and consents to the criminal history check process in connection with a position in the department.

Instructions:

1. Applicant must complete all fields on this form. Please print legibly.
2. Submit to the address above to retain on file.

Last Name	First Name	Middle Name
Other Names Known By (Maiden/Aliases)		

Date of Birth	Social Security Number	
Street Address		
City	State	Zip
Purpose for Records Request:		
_____ Intern position _____ Volunteer		

PLEASE READ EACH STATEMENT BEFORE SIGNING BELOW:

By signing this consent form, I am acknowledging that I understand and consent to the following statements:

1. I understand that Greene County Department of Human Services is authorized to request a check of my criminal history record.
2. Criminal history record checks are requested through Greene County Sheriff's Department. Greene County Department of Human Services is authorized to receive the results of the criminal history check and to develop a summary of the results. The summary will indicate:
 - a) whether I have a criminal history record
 - b) specific crimes for which I was convicted (felony or misdemeanor) or criminal charges which do not reflect a disposition
 - c) the date of the criminal charge or conviction; and
 - d) the jurisdiction in which the charge or conviction took place
3. As an applicant to serve under the Greene County Department of Human Services (intern, volunteer, etc.), I may withdraw my request without prejudice at any time before my application is accepted or declined regardless of whether my criminal history record has been reviewed.
4. I have been informed that I have the right to obtain, review and seek correction of my criminal history record information under regulations and procedures established by New York State.
5. I have been informed of the reason for the request for my criminal history record information.

Signature _____

Date _____

GREENE COUNTY DEPARTMENT of HUMAN SERVICES

Code of Conduct

Greene County Department of Human Services (GCDHS) requires acceptance and adherence to the following standards of behavior when engaged in departmental activities.

- Respect and adhere to GCDHS rules, policies and guidelines that relate to the program serving.
- Execute GCDHS business in an ethical manner.
- Preserve and respect confidentiality about department consumers and GCDHS internal affairs that have been entrusted to the internships.
- Refrain from using my GCDHS status for personal or business financial gain.
- Use my time wisely and work cooperatively with staff.
- Participate in required training programs and use the recommended policies and procedures.
- Accept supervision and support from GCDHS staff.
- Respect and uphold the rights and dignity of all staff and all individuals who participate in GCDHS programs recognizing that people's values, beliefs, customs, and strengths differ.
- Encourage participation of and respect for individuals of diverse backgrounds, cultures, and perspectives.
- Refrain from the use of alcohol, tobacco and inappropriate language.
- Commit no illegal or abusive act.
- Report all unsafe conditions and accidents to supervisor as soon as possible.
- To decline any offer of cash gifts or tips at any time for services performed in conjunction with the Department of Human Services.
- **Failure to comply may result in termination**

With my signature, which I voluntarily affix to this agreement, I acknowledge that I have read, understood, and will abide by the above Code of Conduct.

Signature: _____

Date _____