



Community Counseling Center Volunteer Therapist Responsibility Statement

We appreciate what each volunteer provides in services to the center and respect their individual disciplines and philosophies. Remembering that our clients will always be our highest priority, it is the intent that all services provided under the auspices of the Community Counseling Center be of a high quality, ethically and professionally provided in a secure environment. Therefore, all volunteers must adhere to the following guidelines:

1. Each counselor/therapist, whether graduate student, pre-licensed or fully licensed, will adhere to the regulations of their respective Licensing Board and/o their Professional Association's Code of Ethics while engaged in the provision of therapeutic services.

2. Office space is limited and therefore appointment times must be scheduled concisely, on the hour. Schedule only times that you are actually going to use an office. Cancellations are to be made on the scheduling sheet or called in to the front desk when you receive them. Room "D" is designated for couples and group therapy and may only be scheduled for 1:1 sessions when there are no couples or groups in need of it. For all rooms, sessions should be terminated on time. The rules outlined in the Fee Policy and Agreement regarding sessions, which the client has signed, shall be followed.

3. Use of office space for private clients is only available under two circumstances: you may use an office for one hour for each hour of volunteer time or you may pay \$10 per hour. Your volunteer time can accrue for up to a year towards the use of the office space for private use. Volunteers must report all office use for private clients on their monthly reports to CCC. Please remember this is a courtesy extended to you for your volunteering and the privilege can be withdrawn if abused.

4. Any complaints of possible unprofessional conduct, questionable therapeutic practices or other concerns brought either by a client, staff member or another therapist will be referred to the Clinical Committee for investigation. The Clinical Committee will make a recommendation to CCC's Executive Director who will take action as deemed necessary and appropriate.

5. There is no term length for volunteering at CCC. A volunteer can continue to volunteer for as long as they wish with the consent of CCC. When a volunteer does wish to terminate, we request that they give 30 days notice. If a volunteer's behavior is deemed in conflict with the policies and procedures of CCC, the volunteer may be asked to terminate their services.

I understand and agree to the guidelines above

Volunteer

Date