



**APPLICATION FOR VOLUNTEER SERVICES
CASTLEVIEW HOSPITAL VOLUNTEER AUXILIARY**

NAME _____

ADDRESS _____

PHONE# _____

MONTH AND DAY OF BIRTH _____

EMERGENCY CONTACT _____

RELATIONSHIP _____ PHONE# _____

VOLUNTEER
EXPERIENCE _____

SPECIAL
INTERESTS _____

EMAIL ADDRESS FOR BACKGROUND CHECK _____

ONE PERSONAL AND ONE BUSINESS REFERENCE

1. _____ PHONE# _____

2. _____ PHONE# _____

DO YOU DRIVE _____ IS CAR AVAILABLE _____

SIGNATURE _____ DATE _____



BECOMING A HOSPITAL VOLUNTEER is one of the most rewarding experiences you will have, as well as one of the best contributions you can make to your hospital and your community. For your convenience, we have compiled a checklist of what needs to be completed before a volunteer can begin service with Castleview Hospital.

_____ Complete a volunteer application. These may be found at the HR office or in the Hospital gift shop.

_____ Make an appointment to visit the Volunteer Orientation Chairperson to discuss responsibilities, hours, etc.

_____ Once an application is complete and the volunteer has met with the Orientation Chairperson, the application process moves to Human Resources.

HUMAN RESOURCES WILL REQUEST THE VOLUNTEER TO COMPLETE THE FOLLOWING:

_____ TB Test

_____ Background Check

_____ Drug Screening

_____ HIPAA and Code of Conduct Videos

_____ Tour of Facilities

_____ Hospital Badge

The volunteers meet monthly for a lunch meeting on the second Friday of each month at 1:00pm except for June, July and August. Please plan to attend these informative meetings. The purpose of these meetings is to educate and share information about the hospital, physicians, and services.

In addition to facilitating and enhancing the hospital experience for our patients and families, our volunteers are ambassadors in the community. We expect that all of our volunteers will represent us proudly and enrich the relationships that we have with those we serve.



UNIFORM REQUIREMENTS

(To be provided by volunteers)

Women

Pink Vest or Jacket

White top/blouse

White pants/skirts

White shoes

Men

White/Navy Shirt

Dark Colored Shoes

Dark slacks

Pink uniform jackets and vests may be ordered through the hospital.

The hospital will provide photo ID name badges.

Dues are \$6.00 per year.

PURPOSE OF THE GUILD

The Castleview Hospital Volunteer Auxiliary is a non-profit organization which renders volunteer assistance and services to the hospital employees, patients and families of CVH in conformance with hospital policies and regulations. The auxiliary operates the Gift Shop and engages in fund raising activities to provide nursing scholarships, as well as to raise money for designated special projects.

PURPOSE INTO PRACTICE

Each volunteer is expected to work at least one 4 hour weekly shift. The auxiliary will make an effort to follow each volunteer's preference as to time and areas of service, however, every volunteer should be willing to accept an occasional assignment in any area where needed. Volunteers are also expected to attend the monthly meetings.

In appreciation for volunteer services, we will provide a free meal for each 4 hour shift worked. Appropriate uniform and ID badge will identify the volunteer in the cafeteria food line.

As we strive for excellence in customer service, we expect our volunteers to always exhibit superior customer service behavior. Conduct that is perceived as offensive to patients, discredits the hospital, or interferes with business operations adverse to the hospital's interests, may lead to separation of a volunteer from the organization.



VOLUNTEER DEPARTMENT JOB DESCRIPTIONS

A. QUALIFICATIONS

- 1. Male or Female, 18 years of age or older.**
- 2. Excellent social boundaries.**
- 3. Ability to understand and follow instructions and staff.**
- 4. Able to understand and follow instructions carefully.**
- 5. Willingness to be flexible with job tasks.**
- 6. Must enjoy busy and stressful situations.**
- 7. Must have mature judgment and be cordial at all times.**
- 8. Must be professional at all times.**
- 9. Must be in good health and have good hygiene.**
- 10. Must hold in confidence all information gained directly or indirectly.**

B. PHYSICAL REQUIREMENTS

- 1. Must have physical abilities and stamina to comply with the job tasks.**
- 2. Walk/stand 75-100% of the time and walk from 1 ½ to 2 miles.**
- 3. Bend/squat 0-25% of the time.**
- 4. Must be able to hear normal conversation without difficulty.**