



Martin Luther King, Jr.  
Community Hospital

## Volunteer Requirements

**Minimum Age:** 18 years old

**Number of hours required:** Volunteers must commit to a minimum of 100 hours of service (12 hours/month).

**Processing required:** Prospective volunteers must complete a volunteer application which contains a letter of recommendation and the phone numbers of two references.

**Interview:** After completing the application process, a screening interview must be scheduled with the Customer Service Coordinator. Candidates will be selected based on assessed skills, interests, availability of volunteer positions and contributions to our facility. A reference check will be conducted and the candidate will also meet the department of human resources requirements for candidacy. Following these steps, if the candidate is selected, the Customer Service Coordinator will contact them, provide them with a welcome package and schedule them for a volunteer orientation.

**Health Related Documentation:** Candidates must provide the Customer Service Coordinator with the following documents:

- A copy of immunization records (measles, mumps, rubella & varicella)
- All volunteers must be screened for tuberculosis and must be determined to be free of active infection before beginning service at the hospital.
- Flu vaccination during flu season.

**Orientation and Training:** Once all of the paperwork and the interview have been completed, the volunteer must contact the Customer Service Coordinator to schedule their participation in the mandatory volunteer orientation. The orientation will include an overview of the volunteer program, review of the hospitals missions, vision and values as well as, infection control policies, environmental safety, standardized emergency codes, liability, patient confidentiality, patient rights, and other hospital policies.

Volunteers must be adequately trained by the Department Managers and/or site supervisors, to ensure that they will be able to execute their assigned tasks.

**Attendance:** Volunteers are expected to meet their commitment to their scheduled service hours. Supervisors and the Department of Volunteer Services must be notified of any absences in advance or as soon as possible. After 3 consecutive unexcused absences without notification, the supervisor and/or Department of Volunteer Services reserve the right to terminate a volunteer. All volunteers must sign-in and out on the day of their scheduled volunteer shift.

**Evaluation:** All volunteers will be assessed on their competency to perform tasks by their site supervisor, after 90 days of service.