



Volunteer Guild Application for Membership

Volunteering at French Hospital Medical Center is a rewarding experience. All volunteers at French Hospital must meet the following requirements: age 16 years or older; if 18 or older, pass a background check; have a valid social security number; be willing and ready to commit to a minimum of 100 hours or 6 months of service (preferably more); attend an orientation; complete a TB blood test (administered without charge by French Hospital Employee Health) copies of immunization records (if you do not have them Employee Health will run titers on your blood draw); annual educational tests; abide by all confidentiality guidelines, customer service expectations, and departmental and hospital policies.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_
Address: \_\_\_\_\_
Cell
Home
Other

Street City/State Zip

Email: \_\_\_\_\_ Gender: Male Female

Are you between the ages of 16 and 17? Yes No

High School Student? Yes No If so what school: \_\_\_\_\_ What year? \_\_\_\_\_

College student? Yes No If so what college: \_\_\_\_\_ What year? \_\_\_\_\_

Do you agree to commit to a minimum of 100 hours or 6 months of service? Yes No

You will have to be vaccinated against Flu (during season) and CV19. Are you vaccinated or will you get these vaccines if you have not already? Yes No

Do you have a criminal history? Yes No Have you ever been convicted of a federal crime? Yes No

Are you presently employed? Yes No If so where? \_\_\_\_\_

Have you reviewed volunteer positions listed below and are you able to commit to a shift of four hours once per week? Yes No

Job skills, experience, training or hobbies that could be used while volunteering: \_\_\_\_\_

Do you have any health (physical or mental) or other restrictions that may affect your service? Yes No

If yes explain: \_\_\_\_\_

Reason for joining the volunteer program: \_\_\_\_\_

Emergency Contact Name & Number: \_\_\_\_\_ Relationship: \_\_\_\_\_

## **All volunteer positions support staff and add customer service to our patients and families.**

### **Escort & Messenger**

Volunteers operate a delivery service, running errands within the hospital for all departments of the medical center. Volunteers in Escort and Messenger might transport patients in wheel chairs, deliver flowers or food trays, escort visitors to their destinations. While waiting on assignments, volunteers might help with simple clerical tasks. In Escort and Messenger, volunteers will be sitting and walking during their shifts.

*Shifts are Monday through Friday: 8:00 AM to 12:00 PM, 12:00 to 4:00 PM*

### **Front Information Desk**

Volunteers working at the Information Desk greet all patients, visitors, and staff with an outgoing and friendly disposition. These Volunteers will serve as receptionists, directing patients and visitors to various areas in the hospital, answering telephones, relaying information, and receiving and coordinating deliveries for patients. Volunteers serve as a liaison between families in the waiting area and clinical staff in the patient recovery room. These Volunteers must always be kind, courteous, and helpful. Information Desk Volunteers will be sitting and walking during their shift.

*Shifts are Monday through Friday: 8:00 AM to 12:00 PM, 12:00 to 4:00 PM*

### **Patient Care**

Volunteers restock rooms/closets, tidy up rooms and bed side tables before meals arrive, pass out washcloths before meals, assist patients with opening food containers, cut food (if necessary), collect finished meal trays, track percentage of meal consumed, run staff errands. Volunteers will be first to answer the "call light" when the patient rings it. These Volunteers visit and interact with patients and tend to patients' visitors. Volunteers will be on their feet during their shift.

*Shifts are Monday through Friday: 6:00 AM to 10:00 AM, 10:00AM to 2:00 PM, 2:00PM to 6:00PM, 6:00PM to 10:00PM*

### **Emergency Department**

Volunteers provide services that help maintain a friendly, calm, and sympathetic atmosphere for patients and their families. Duties include restocking rooms/bays, making beds, transporting lab samples, and running errands for staff. Must be a good communicator and be willing to have personable conversations with patients and their families. Should be a well-organized person who can, at times, handle a high paced environment. Volunteers will be on their feet during shifts.

*Shifts are Monday through Friday: 9:00AM to 1:00PM, 1:00PM to 5:00PM*

### **Birthing Center (L&D)**

Volunteers monitor the secured entrance making sure patients are allowing visitors or not. This position is located at the nurse's station and wears a headset along with staff. Staff can call upon the volunteer to help with a task or run errands such as a specimen to the lab or getting any supplies that mom and baby might need. They also review menus and picks up finished meal trays. Volunteers help with patient comfort check and room survey to make rooms and restrooms are clean. Volunteers will be on their feet during shifts.

*Shifts are Monday through Friday: 8:00AM to 12:00PM, 12:00PM to 4:00PM, 4:00PM to 8:00PM*

### **Shuttle Cart**

Volunteers drive the shuttle cart to aid and assist patients and visitors who have had to park far away from hospital entrances in the parking lot. Volunteers will be outside for shift. Volunteers must have drivers license, clean driving record within past five years, and proof of insurance. These Volunteers must always be kind, courteous, and helpful. Volunteers will be sitting and walking during their shift.

*Shifts are Monday through Friday: 8:00 AM to 12:00 PM, 12:00 to 4:00 PM*

### **Pet Therapy**

Pet Therapy Volunteers must have an extroverted, mature, friendly, helpful personality, and have personable conversations with staff, visitors, and patients. They must be warm and outgoing. These Volunteers will be standing and walking during their shift.

*Shifts are Seven Days a Week and comprise 1 to 2 hour visits.  
Requirements: Pet Therapy Certification through a recognized Pet Therapy Association*