

VOLUNTEER SERVICES INFORMATION

Thank you for your inquiry about Volunteering at Knox Community Hospital. The following information will be helpful to you and will serve as a guide to our process.

APPLICATION

Upon receipt of the application, please complete all the information requested and return it to: Knox Community Hospital. If you have any questions, please contact the Volunteer/Student Coordinator at 740.393.9079. Once we receive your application, we will contact you.

INTERVIEW PROCESS

We prefer to interview each candidate to best match our openings with your skills and talents. An interview is not an automatic guarantee of assigned service.

TB TEST

It is a requirement of each new volunteer to have Tuberculosis (TB) test. This is provided by KCH.

ORIENTATION

New volunteers are **required** to take the Mandatory Education Test, attend a hospital orientation program (when available). Orientation includes a presentation of the philosophy and mission of the system, safety and security procedures, confidentiality, universal precautions (Infection Control), rules and ethics, benefits, service and routine procedures.

UNIFORM

Volunteers must wear a uniform when on duty. The uniform is a salmon colored smock/blue polo shirt. It identifies you as part of the Knox Community Hospital team and will be provided by the Volunteer/Student Coordinator. Shoes must be clean, comfortable, and worn with hosiery. Exercise sandals or thong sandals, and casual clothing such as jeans, capris, sweat cloths, T-shirts and shorts are **prohibited**.

All volunteers and employees are **required** to wear an identification badge which will be provided to you by the Human Resources Department. **When service is terminated, the badge must be returned to the Volunteer/Student Coordinator.**

BENEFITS OF VOLUNTEERING

Knox Community Hospital benefits to volunteers, including access to parking, free meal when volunteering, education programs, and others. Specifics about these benefits will be covered at orientation.

We ask that volunteers contribute four hours per week.

Thank you for your inquiry about Volunteering at Knox Community Hospital!

VOLUNTEER APPLICATION



Name _____ (Last) (First) (Middle)	Date _____ (Middle)
Address _____ (Street) (City) (State) (Zip)	
Home Phone _____	Cell Phone _____
Date of Birth _____ MM/DD/YYYY	Email Address _____

How did you become interested in our Volunteer Program? _____

What do you hope to gain from your volunteer experience? _____

Have you ever volunteered for or been employed by Knox Community Hospital? Yes No

Volunteer Experience: _____

CURRENT OR LAST EMPLOYMENT:

Employer's Name _____ Dates of Employment: _____

Occupation (Type of work) _____

EDUCATION:

Highest level completed: _____ Degree/Major: _____

High School/College: _____ Date of Graduation: _____

SERVICE AREA AND TIME PREFERENCE:

Which day of the week do you prefer to volunteer? _____ Monday _____ Tuesday _____ Wednesday

_____ Thursday _____ Friday

Which time of day do you prefer to volunteer: Mornings Afternoons

Are you a year-round resident? Yes No If not, what months are you available _____

Areas of Interest: Front Desk Surgery Waiting Gift Shop Central Registration Lab Courier

Sub for: Cancer Clinic Specialty Clinic

Do you have any limitations or restrictions we should be aware of in making a placement for you? Yes No

If yes, please explain: _____

Person to be notified in case of emergency:

Name _____ Home Phone () _____

Work Phone () _____ Cell Phone () _____

Have you ever been convicted of a felony or misdemeanor offense? Yes No

If yes, you must provide details. A conviction will not necessarily bar you from volunteering.

Please use this space to describe the offense:

PERSONAL REFERENCES *Please do not use relatives as references.*

Name _____ Occupation _____ Phone _____

Address _____ City _____ State _____ Zip _____

Name _____ Occupation _____ Phone _____

Address _____ City _____ State _____ Zip _____

Confidentiality Statement

I will consider as confidential all information that I may gain in my volunteer position, directly, or indirectly, concerning patients, doctors, staff, employees, families and volunteers. I understand that my volunteer service will be terminated as a result of any breach of confidentiality.

Applicant's Signature _____ **Date** _____

The above information is accurate and correct to the best of my knowledge. I understand that Knox Community Hospital is not responsible for illness or injuries encountered during my volunteer service, or for payment to physicians or the Emergency Department resulting from here. Knox Community Hospital is not obligated to provide placement, nor am I obligated to accept the position offered. I understand that the only way to receive paid employment is to apply through the Office of Human Resources for Knox Community Hospital.

Opportunities for volunteers are provided without regard to race, color, religion, national origin, sex, age or disability.

Thank you for completing this application form & for your interest in volunteering. All information recorded is confidential.

Please return this form to:
Knox Community Hospital
Cathy Rinehart, Volunteer/Student Coordinator
1330 Coshocton Avenue
Mount Vernon, OH 43050

SERVICE OPPORTUNITIES

We ask that volunteers contribute approximately four hours once per week in one department. Volunteers serve in a wide variety of departments; assignments may include the following:

Gift Shop – Work in a retail setting; assist customers with purchases, operate cash register and restock displays.

Front Desk – Greet and provide information and directions to all visitors, give patient information, answer phone inquires, deliver flowers, newspapers and mail to patients.

Subs needed for the following areas:

Lab Courier - transporting specimens from the lab in the Medical Pavilion to the lab in the hospital.

Surgery Waiting – Keep family and friends updated on patient's progress during surgery. Walking family members and friends to consultation rooms.

Central Registration – Greeting outpatients, assisting and/or registering patients, taking paperwork back and forth to Diagnostic Imaging, answering the phone and performing clerical duties for other departments when needed.