

Dear Volunteer Applicant:

Thank you for your interest in volunteering at Henry Mayo Newhall Hospital. As you may know we have a very robust volunteer program and based on availability of opportunities, a representative from the Volunteer Services Department will contact you within 12 WEEKS after receiving your application to schedule an interview.

Please read the Program Requirements on page 2 before submitting your volunteer application. ***Incomplete applications will not be accepted.***

Return your completed volunteer application to the Information Desk located in the main hospital entrance.

To follow up on the status of your application call the Volunteer Services Office at 661-200-1500.

Henry Mayo's Mission is to improve the health of our community through compassion and excellence in healthcare services. We look forward to sharing many of these opportunities with you.

Kind Regards,



April Garcia  
Manager, Volunteer Service  
[garciaap@henrymayo.com](mailto:garciaap@henrymayo.com)

## **Program Requirements**

*After submitting your application, you will be contacted within 12 weeks after receiving your completed application to schedule an interview. Be advised, we do not offer short term internships, shadowing opportunities nor is volunteering a stepping stone for employment.*

In order to maintain the quality of our volunteer program volunteers must meet the listed requirements:

- Adult/College volunteers are defined as high school graduates 18 years and older and required to complete a background check.
- Teen volunteers are to be no younger than 15 years of age with an academic standing of 3.0 GPA or higher.
- Purchase a one or two piece uniform.
- Dedicate to a 200 hour service commitment over the course of one year or more.
- Commit to one four hour shift one day a week.
- Attend a three hour New Volunteer Orientation.
- Participate in ongoing required training.
- Complete initial Health Screening Form given at the time of interview.
- Comply with HMNH Health Screening Policies and Procedures including all mandated annual testing and vaccinations.

## **Volunteer Service Opportunities**

**Gift Shop** *All profits from the Henry Mayo Gift Shop contribute to the Auxiliary's pledge toward Patient Care Services.*

The Henry Mayo Gift Shop is open seven days a week and it is a great opportunity to gain retail experience. It requires strong customer service skills while assisting with purchase transactions, product merchandising, gift wrapping and hospital-wide delivery.

### **Waiting Room Representatives**

Provide information, support, and help to family members and visitors while in the waiting room area. As a volunteer, you can offer the visitors coffee, water and reading material while fostering a peaceful atmosphere.

### **Art and Music for Healing**

The art and music volunteers assist in the relaxation of patients and visitors through art and playing music with soft string instruments. They are both used as therapeutic tool to help facilitate patients in achieving positive health effects.

### **Central Supply**

Prepare supplies for sterilization, clean and restock supply shelves, deliver supplies throughout the hospital, sticker items, date trays and peel packs, and log orders from floors.

### **Clerical Support**

Clerical support is needed in numerous departments throughout the hospital. Tasks can vary from answering telephones, data entry, document scanning, distributing mail, filing and other various tasks as needed.

### **Emergency Department**

Assist staff with nonprofessional tasks and act as a liaison between patients and visitors. Tasks include assisting with patient transportation needs, stock supplies, deliver lab specimens, assist with telephone calls, stock and assist with room turnover between patients.

### **Floor Service/Nursing Unit Volunteers**

Assist staff with various tasks which include: answer patient call lights at the nurses' stations, make rounds to patient rooms, fill water pitchers, deliver specimens to the Lab, pick up supplies, assist with room turnover, and various clerical tasks as needed.

### **Patient Visitation**

Patient visitation volunteers work as a vital network to make the patient's hospital stay as pleasant as possible. Volunteers make rounds and visit with patients supplying them with reading material, activity sheets and other various requests.

### **Women's Unit and Neonatal Intensive Care Unit**

Assist the nursing staff in caring for the mothers of newborns. Deliver meal trays, answer patient call lights at nurses' station, fill water pitchers, pick up supplies as needed, prep baby cribs, and various clerical tasks as needed.

**VOLUNTEER APPLICATION**

<input type="checkbox"/> ADULT	<input type="checkbox"/> COLLEGE	<input type="checkbox"/> TEEN	Date:
Miss Ms. Mrs. Mr. First Name:		Last Name:	
Address:		City:	Zip:
Home Phone:		Cell Phone:	
Email:			Date of Birth:

Are you currently employed?      If yes, please complete information below

Employer:	Address:
Job Duties:	

Have you volunteered before?      If yes, please complete information below

Volunteer Organization:	Address:
Volunteer Duties:	

Are you retired?	If yes, what is your retired occupation?
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**EMERGENCY CONTACT INFORMATION**

Name:		Relationship:	
Address:		City:	Zip:
Home Phone:	Cell Phone:	Work Phone:	
Name:		Relationship:	
Address:		City:	Zip:
Home Phone:	Cell Phone:	Work Phone:	

EDUCATION		
Name of High School currently attending:	Current Grade:	Graduation Year:
Name of College currently attending:		
Specialized Education or Training:		

SPECIAL SKILLS OR EXPERIENCE		
<i>Volunteers may assist staff in providing technical or recreational care for patients. Please indicate below the skills and or experiences you possess and would be willing to utilize in volunteering.</i>		
OFFICE AND TECHNICAL SKILLS	CREATIVE SKILLS	OTHER SKILLS
<input type="checkbox"/> Accounting	<input type="checkbox"/> Musical Instruments	<input type="checkbox"/> Customer Service Experience
<input type="checkbox"/> Computer Knowledge	<input type="checkbox"/> Drawing / Painting	<input type="checkbox"/> Food Service Experience
<input type="checkbox"/> Filing	<input type="checkbox"/> Sewing / Needle Work	<input type="checkbox"/> Bilingual
<input type="checkbox"/> Office Machines	<input type="checkbox"/> Story Telling	<input type="checkbox"/>
<input type="checkbox"/> Reception Skills	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Telephone	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Typing	<input type="checkbox"/>	<input type="checkbox"/>

VOLUNTEER AVAILABILITY							
<i>Indicate the day of the week and shift you prefer. Please check three options: (1<sup>st</sup> choice, 2<sup>nd</sup> choice, 3<sup>rd</sup> choice). This information will help determine the possible openings that may be available at the time of interview.</i>							
Shift	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8am – Noon							
Noon – 4pm							
4pm – 8pm							
8pm – 12am ED ONLY							

How did you learn about our volunteer program?
Why are you interested in volunteering at HMNH?

LIST NAMES OF FRIENDS AND / OR RELATIVES VOLUNTEERING OR EMPLOYED AT HMNH		
Name:	Relationship:	Department:
Name:	Relationship:	Department:

REQUIRED DOCUMENTS	
Adult / College Applicant	1 Letter of Recommendation
Teen Applicant	1 Teen Reference Form (page 6)

**APPLICANT'S STATEMENT**

- I certify that the answers given by me to the foregoing questions and statements are true, correct, and without omissions. I understand that providing false or misleading information may disqualify me from further consideration as a volunteer and may result in my immediate termination even if resolved at a later date.
- I authorize representatives of Henry Mayo Newhall Hospital to investigate and or verify the foregoing information, and any other information, which might assist them in determining my qualifications for volunteering. I release HMNH and my former employers, and all others from liability from damage that may result from such investigation, if upon, such investigation, anything contained in this application is found to be untrue. I further agree to comply with the policies and procedures, as well as safety practices in all areas of HMNH.
- I understand that my volunteer status may be terminated at any time for failure to comply with HMNH policies, procedures, and safety practices including those of the Volunteer Services Department, for absence without notification, for reasons of unsatisfactory attitude, work, personal appearance, and for any other circumstances which, in the judgment of HMNH would make my continued service as a volunteer contrary to their best interests.

Print Applicant Name:	
Signature of Applicant:	Date:
Print Parent/Guardian Name of Minor Applicant:	
Signature of Parent/Guardian of Minor Applicant:	Date:



Student First Name:		Student Last Name:	
Name of High School:			
Current Grade Level:	Graduation Year:	GPA:	

The section below must be completed by a teacher or guidance counselor who has knowledge of this teen’s personal traits with the following guidelines:

- ✓ Student must be attending high school grades of 9 – 12 and have at least a 3.0 GPA.
- ✓ Student should not have any “Unsatisfactory” ratings in cooperation or citizenship in the current school year.

Character / Conduct	Above Average	Average	Below Average
Maturity			
Takes initiative			
Dependability			
Communication Skills			
Social Skills			
Teamwork			
Work Ethic			

Please explain why you think this student would be a successful volunteer at Henry Mayo Newhall Hospital?

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Print Name:	Title:
Signature:	Date: