



**PLEASE READ ALL THE INFORMATION BELOW,
THEN COMPLETE ALL ATTACHED FORMS**

Thank you for your interest in volunteering for St. Vincent's Health System.

You must be at least 18 years old to volunteer at St. Vincent's. Those under age 18 must complete the Teenage Volunteer (TAV) program, which is held in the summer. If you wish to participate in the TAV program, contact the Volunteer Services office at 904-308-8305 for a TAV application.

Please read and complete all the attached information and forms.

- St. Vincent's Auxiliary and Volunteer Description
- Auxiliary/Volunteer Application
- Volunteer Opportunities
- Background Investigation

We would be glad to assist you with any of the information above.

Once all the attached paperwork is complete, we will contact you to set up an interview. The interview process provides time for you to get to know more about volunteering at St. Vincent's and for us to get to know you.

We will also be contacting your references and performing the background check. After we receive this information, we will contact you to set up your TB test and having your badge made. Before starting to volunteer, you will also be required to watch a training video, which takes about one hour.

If you join us as an Auxiliary member, you will need to purchase a uniform, which can be purchased at the Volunteer Services Office.

At any time you wish to check on your application, contact the Volunteer Services office at 308-8305.

Again, thank you for considering St. Vincent's.

You can turn in your application at the Volunteer Services Department office or mail to:

St. Vincent's Medical Center
Volunteer Services Department
Room 1106
1800 Barrs Street
Jacksonville, FL 32204

St. Vincent's Auxiliary Description

For over 75 years, the Auxiliary has participated in the mission of Daughters of Charity by providing volunteers to carry out various services that assist patients, patients' families, hospital staff and visitors. The Auxiliary also has financed many needs of St. Vincent's through its various fundraising projects. Membership is open to anyone 18 years of age or older.

Auxiliary Active Members are required to work at least a minimum of 100 hours per year. Members are recognized for their service by receiving pins commemorating their hours. Auxiliary meetings are held in September, February and May.

Benefits for active St. Vincent's Auxiliary members:

- Recognition for volunteer hours
- Participation in Auxiliary meetings and functions
- Free Parking in Dillon or DePaul garages
- Meal tickets to Dillon's Cafe or Berg's Bistro when working six (6) or more hours on one or more services. (This does not apply to meetings)
- Discount on services rendered at any St. Vincent's Health System
- One fountain beverage or coffee coupon at Berg's Bistro for evening/weekend service
- Courtesy discharge if hospitalized in St. Vincent's Medical Center
- Health Services Credit Union membership available
- Seton Pharmacy discounts
- Eligibility to enroll in educational and self-improvement courses offered
- Free annual tuberculosis screening (required for Auxilians and volunteers)
- Use of Fitness Center with \$50 membership
- Gift Shop discount of 25% and 30% discount during birthday month
- Annual flu shots*
- Club 55+ membership (must be age 55 or older)

Volunteers Description

As a St. Vincent's volunteer you will be joining a team of experts and helping St. Vincent's in its mission to provide quality healthcare to the community. Volunteers assist in nearly every department of St. Vincent's.

Benefits for active volunteer members:

- Free Parking in Dillon or DePaul garages
- Meal tickets to Dillon's Cafe or Berg's Bistro when working six (6) or more hours on one or more services. (This does not apply to meetings)
- Discount on services rendered at any St. Vincent's Health System
- One fountain beverage or coffee coupon at Berg's Bistro for evening/weekend service
- Courtesy discharge if hospitalized in St. Vincent's Medical Center
- Health Services Credit Union membership available
- Seton Pharmacy discounts
- Eligibility to enroll in educational and self-improvement courses offered
- Free annual tuberculosis screening (required for Auxilians and volunteers)
- Use of Fitness Center with \$50 membership
- Gift Shop discount of 25% and 30% discount during birthday month
- Annual flu shots*
- Club 55+ membership (must be age 55 or older)

*After 50 hours of service.

These benefits are subject to amendment in the event that the Medical Center determines that such benefits are not in compliance with any federal, state or local law, rule or regulation.

Auxiliary/Volunteer Application

_____ Auxiliary Application

_____ Volunteer Application

Personal Information

Photo Identification is required such as: Florida driver's license; Florida identification card issued by the Department of Highway Safety and Motor Vehicles; passport; military identification or student identification. **You must be at least 18 years old to volunteer at St. Vincent's.**

Date: _____ Birth month: _____ Day: _____

Name: _____ Phone _____

Address: _____

City: _____ State _____ Zip: _____

Cell Phone: _____ Email: _____

Employment Information

Employed by: _____ Phone: _____

Business address: _____

Volunteer Information

Are you required to volunteer? ___Yes ___No If yes by whom? _____

Please identify any previous work and/or volunteer experience? _____

What do you visualize yourself doing as a volunteer? _____

Specialized Training and/or Experience

Shorthand (wpm) _____	Typing (wpm) _____	Filing _____
Computer _____	Accounting _____	Cashier _____
Retail _____	Word Processing _____	Billing _____

List any other areas of experience: _____

What hours can you volunteer on days listed?

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Reference Information

Please list three references (**no relatives**). List phone numbers where we can reach your reference and the best time to contact to them.

1. Name: _____ Home Phone: _____
 Cell Phone: _____ Office Phone: _____
 Best time to contact: _____

2. Name: _____ Home Phone: _____
 Cell Phone: _____ Office Phone: _____
 Best time to contact: _____

3. Name: _____ Home Phone: _____
 Cell Phone: _____ Office Phone: _____
 Best time to contact: _____

Background Investigation

To be considered for Volunteer Services with St. Vincent's or affiliates, applicants are subject to a background investigation with the Florida Department of Law Enforcement and other state, out-of-state and local agencies.

Applicants for Volunteer Services are evaluated on the merits of their qualifications for positions available regardless of the individual's race, sex, color, national origin, age, handicap, religion, marital status, or status as a veteran. Conviction of a crime will not necessarily preclude an applicant from consideration for Volunteer Services with St. Vincent's.

Complete the Volunteer Services Background Investigation Form included in this packet.

Emergency Contact Information

In the event that I sustain an injury or become ill while actively participating in the St. Vincent's Medical Center Volunteer Services, I undersigned that I hereby consent to have myself examined and receive medical treatment for such emergency condition by the physicians of St. Vincent's Medical Center and personnel of the Emergency Department.

Physician Information:

Physician: _____ Phone: _____

Are you presently under Doctor's care? ___Yes ___No If yes, why? _____

Persons to be notified in case of emergency:

Name: _____ Home Phone: _____

Office Phone: _____ Cell Phone: _____

Relationship: _____

Name: _____ Home Phone: _____

Office Phone: _____ Cell Phone: _____

Relationship: _____

Name: _____ Home Phone: _____

Office Phone: _____ Cell Phone: _____

Relationship: _____

Confidential Information

As a volunteer of St. Vincent's, you may have access to confidential information about patients and their needs or to information concerning other employees, volunteers or business operations. This knowledge imposes a heavy responsibility on you. We have an obligation not to reveal such information under any circumstances outside our assigned duties.

Only physicians, or persons authorized by a physician, may divulge laboratory, medical and surgical findings to the proper persons. The release of information about patients is ethically wrong and could involve the person and St. Vincent's in legal difficulties.

Requesting autographs and gathering in waiting rooms or lobbies to see a patient or family member who may be well known is unprofessional and unacceptable at St. Vincent's, while also not conforming to our Core Values.

The misuse or violation of security regarding information generated by or stored in information systems will be dealt with promptly, and appropriate corrective action taken.

The St. Vincent's Policy states, unauthorized release of confidential information may be cause of immediate dismissal from St. Vincent's.

Read Carefully and Sign Below

I hereby certify that all the facts and information listed on this application are true and complete. I understand that any false, incomplete or misleading information given by me on this application is sufficient cause for rejection of this application. I also understand and agree that any such false, incomplete, or misleading information discovered on this application after I am accepted as a volunteer may result in my dismissal.

I hereby authorize the Medical Center to investigate all statements contained in this application, to interview the references listed on this application. I authorize the references listed to give the Medical Center all facts, opinions and any other information they may have, personal or otherwise, and release all such parties from any liability which may allegedly arise from furnishing such information to the Medical Center, included but not limited to, any liability for defamation or invasion of privacy. I hereby authorize the Medical Center to perform a background check as necessary. I certify that I have read, understand and agree with the all the information include in this application form.

I hereby authorize St. Vincent's Health System to photograph me and to use the photographs for educational and promotional purposes in any type of media. The photograph may not be used for profit without my express permission. I understand that I will not be paid or rewarded for providing this authorization.

I understand that I will follow all policies and procedures set forth by St. Vincent's Health System and, upon request, can receive a copy of such policies and procedures.

Signature

Date

Volunteer Services Background Investigation

Have you ever been convicted of, or pled guilty, no contest or nolo contendere to a crime? This includes DUI or DWI. _____ Yes _____ No

If yes, give details (date, place, offense(s), disposition, etc.) _____

Have you ever been charged with a crime, been placed on court probation, had adjudication withheld, entered a pre-trial intervention program or have criminal charges now pending?
_____ Yes _____ No

If yes, give details _____

The following information is required to perform the background investigation.

PLEASE PRINT

APPLICANT MUST SIGN THIS FORM

<p>Last Name: _____</p> <p>First Name: _____</p> <p>Middle Name: _____</p> <p>Other Name(s): _____</p> <p>Social Security #: _____</p> <p>Date of Birth: _____</p> <p>Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female</p> <p>Race: <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Asian <input type="checkbox"/> Hispanic <input type="checkbox"/> Other _____</p> <p>Drivers Lic. # _____</p> <p>State: _____</p> <p>_____</p>	<p>FOR OFFICIAL USE ONLY</p> <p>FDLE</p>
<p>Signature of Applicant</p>	<p>Position _____</p>

Volunteer Opportunities

Check those in which you have an interest. We will place you based on your areas of interest, time available and need in the area.

- American Cancer Society Resource Center** - Greet and register patients. Distribute appropriate literature, inform patients of the gift closet, and record items given. Educate patients of American Cancer Society's patient services. Upon request from nursing staff, visit patients in the hospital and cancer center. Must attend an American Cancer Society volunteer training session, have sensitivity, good communication, and listening skills. Hours - 9-12 or 12-3, Monday - Friday. A free lab coat will be provided by the American Cancer Society. Sub positions are also available.
- Blood Bank** – Provide information to patients and/or their families regarding methods of obtaining and replacing blood. Act as liaison between St. Vincent's' and Florida/Georgia Blood Alliance. Hours – flexible, one or two hours daily.
- Breast Health** – Escort patients to dressing/waiting areas. Demonstrate use of lockers for possessions. Hours - Morning and afternoon shifts available.
- CCU Waiting Room** – Assist families of Cardiac Care Unit (CCU) patients. Diplomacy and discretion, patients and sensitivity are required. Visiting permitted every two hours. Control entry and visiting access. Weekend hours available. Hours – 8:00 am – 12:00 pm or 12:00 pm – 4:00 pm daily.
- Diplomats** – Greet people and provide information, direction and assistance. Diplomats are stationed in appropriate areas (front lobby, Emergency Department hallway, Patient Access Department, Seton Pharmacy). Basic knowledge of hospital required. Hours – 8:00 am – 12:00 pm or 12:00 pm – 4:00 pm daily.
- Emergency Department** – Assist the Emergency Department as needed. Run errands, escort patient and family member to various location within facility, restock cabinets, and provide information to patients' families in waiting area. Hours – 8:30 am – 12:30 pm or 12:30 pm – 4:30 pm daily. Evening hours available.
- Emergency Pregnancy Services** - A variety of opportunities available. Receptionist: data entry and filing. Clothing room Attendant: sort through donated items and keep room organized. Peer counselor: meet with clients individually, assess needs, give information and oversee self administered pregnancy testing. Mail prep: fold, seal and apply address labels to various mail outs.
- Endoscopy Department** – Assist with minor tasks within the department, discharge patients, make charts, stock refrigerator and assemble canisters with lids.
- Eucharistic Minister** – Assist Pastoral Care Department with administering the sacrament of the Eucharist. Must be a Catholic Eucharistic Minister.
- Family Resource Center** – Assist patients and their families with obtaining medical related information. Computer knowledge, especially the Intranet, helpful.
- Gift Shop and Candy Room** – Assist with sales, keep stock replenished and assist in keeping shop neat and clean. Retail knowledge helpful.
- Human Resources** – Assist with office duties such as filing, answering phone, etc. Hours – 8:30 am – 12:30 pm or 12:30 pm – 4:30 pm, Monday – Friday.
- ICU Waiting Room** – Serve as liaison between nursing staff and intensive care unit (ICU) families. Assist families in locating their family members, rooms, hospital facilities, etc. Monitor use of waiting room, consultation room, and pastoral care area.

- Imaging Center** – Escort patients to dressing/waiting areas. Ensure that correct clothing, suitable for exam, is given. Demonstrate use of lockers for possessions, advise family of changes or relay messages. Busy office atmosphere. Must be observant and help monitor waiting area. Hours – 8:30 am – 12:30 pm or 12:30 pm -4:30 pm.
- Information Desk** – Answer phones and transfer calls to patient's rooms. Give directions. If required, call nurses station to notify patient's ride is here for pick up. Look up physician's location. Transfer numerous calls to the Emergency Department. All information is keep confidential.
- Mail** - Distribute mail to patient's rooms. Sort and verify room numbers from master list and bring back discharged patient mail to Information Desk for return mail outs. Must be able to walk all six floors of the hospital. Hours – 11:00 am until complete, usually about two (2) hours.
- Patient Access** – Greet patients, direct patients to ancillary departments, assist with keeping patients informed when registration/chick-in wait times occur, or when inpatients wait for inpatient beds to be ready. Escort inpatients to their hospital room. Miscellaneous office duties.
- Patient Accounting** – Fold two letters for charity assistance, stuff letters with return envelope placing in a window envelope. Approximately 250 letters per day. Good organizational skills are need, light lifting may be required. Must be able to sit for long period. Hours – 8:30 am – 12:30 pm or 12:30 pm – 4:40 pm.
- Pre-Admission Testing** - Assist with office duties such as filing, answering phone, etc.
- Pulmonary Rehab** – Assemble various program notebooks, copy forms, cut and paste, filing, compile and sort mail outs, confirm patients appointments.
- Shuttle Service** – Drive golf cart shuttle through medical center campus. Provide transportation for visitors and patients as requested by security from parking areas. Hours – 8:00 am – 12:00 pm or 12:00 pm – 4:00 pm.
- Special Projects** – Participate in various projects on an “on call” availability. Projects may include sorting, labeling, inserting and mailing. Hours – vary depending on project.
- Spirituality Center** - The Spirituality Center is a house of prayer, spiritual formation and renewal for our associates. Assist visitors with familiarization of the center, finding resources, explanation of purpose and services. Some light office duties such as answering the phone.
- Surgery Center** – Inventory and replenish supplies. Deliver and pick-up pharmacy requests. Help with stripping and making of beds. Pass lunch trays and assist with patients as instructed. Provide special care for patient's families. Assist with filing and typing as requested. Assist with patient discharge. Hours – morning and afternoon.
- Surgical Waiting Room** - Provide information to families on surgical patients' progress and condition. Serve as liaison between recover room and patient's family. Must have diplomacy, patience, discretion, sensitivity, ability to communicate and monitor waiting room. Hours – 8:30 am – 1:00 pm or 1:00 pm to 6:30 pm. Substitutes needed.
- Tele-Care** – Provide daily phone contact to people living alone. Hours – seven day service, mornings only. Can work from home.