

BECOMING A ROCKDALE MEDICAL CENTER VOLUNTEER

Rockdale Medical Center invites you to become a part of our group of dedicated volunteers.

A volunteer has the chance to learn new skills, develop new interests and make new friends. But most of all they get to enjoy the rare satisfaction that comes from helping others and serving the community. The program also provides an individual with the opportunity to explore different health careers.

In addition, there are a number of tangible benefits including a free meal in the hospital's dining room on the volunteer's day of service, an annual service banquet and much more.

The volunteer uniform and annual membership dues are the only cost of becoming a hospital volunteer.

Please complete the application and return to the Volunteer Services Manager.

Upon receipt of your complete application, you will be scheduled for an interview with the Auxiliary President. Once formally accepted into the program, you will then be scheduled for a mandatory orientation class and on-the-job training.

AUXILIARY GENERAL INFORMATION

The mission of the Auxiliary shall be to serve in the enhancement of quality health care services to Rockdale Medical Center, Inc. and its patients by providing quality personal services, to serve as ambassadors for the hospital and promote fund-raising activities in keeping with the goals and objectives of the hospital governing boards and in harmony with the health care of the community.

The Auxiliary is comprised of men and women of all ages, occupations and interests. They devote their time, talents and abilities to many service areas of the hospital. The Auxiliary members are a very important part of the hospital team because they provide services that add to the care, comfort and happiness of our patients.

The Auxiliary membership sponsors fund-raising projects that allow all donations to go towards the purchase of hospital equipment, which ultimately improves healthcare services to the community.

Rockdale Medical Center Auxiliary
1412 Milstead Ave.
Conyers, GA 30012



Volunteer Application

WHAT QUALIFICATIONS ARE REQUIRED TO BECOME A VOLUNTEER?

A hospital volunteer gives freely of his or her time and talents. A volunteer has the desire to help. You must care *about* people before you can care *for* them. Every volunteer must have these basic qualifications:

Physical Fitness	Dependability	Good Attitude	Responsibility
Discretion	Knowledge	Interest	Ability

An adult volunteer must be at least 18-years-old*, have transportation and excellent references. There are no special education or technical skills required to become a volunteer.

WHAT SERVICES DO VOLUNTEERS PROVIDE?

Volunteers at Rockdale Medical Center provide services in the following departments:

Admissions	Information Desk	Lab
Cardio-Pulmonary	Materials Management	Birth Place
Customer Service	Organizational Performance	Critical Care Unit
Outpatient Services	Day Surgery	Pastoral Care
Dining/Nutritional Svcs.	Patient Floors	ER/Clerical
Pharmacy	Marketing	Radiology
Gift Shop	Speech Therapy	Health Information

Volunteers are thoroughly trained for the area they are assigned. Duties include assistance with patient care such as serving ice and juice, delivering flowers and newspapers, clerical duties in office areas, and providing information for visitors such as room numbers.

WHEN DOES A VOLUNTEER WORK?

Hospital volunteers may work one of the following morning, afternoon or evening shifts:

- ❖ 9:00am - 1:00pm
- ❖ 1:00 - 5:00pm
- ❖ 5:00 - 9:00pm

An active volunteer is required to work a minimum of 100 hours per year.

Associate membership requires no pledge to work the 100 minimum hours.

*Individuals under 18 can apply for the Volunteer program. Please contact volunteer services for an application.

ROCKDALE MEDICAL CENTER AUXILIARY VOLUNTEER SERVICE APPLICATION

Name _____ Address _____
 City _____ ST _____ Zip _____ Phone # _____ (H) _____ (W)
 Birthdate ____/____/____ E-Mail Address _____

Personal References:

1. Name _____ Address _____
 City _____ ST _____ Zip _____ Phone _____

2. Name _____ Address _____
 City _____ ST _____ Zip _____ Phone _____

List any skills in which you have training, experience or special interest:

List any community organizations, clubs, etc. to which you belong and any offices held

Present or Last Employer: _____

Positions/Duties: _____

Have you had previous volunteer experience? Yes No

How did you become interested in our program?

Have you been convicted of any crime other than a minor traffic violation in the past five years? Yes No

General Consent:

I hereby certify that all answers given by me on this application are true to the best of my knowledge; I authorize Rockdale Medical Center to contact references that I have listed on this application. I understand that all applicants must be personally interviewed, and if accepted attend a mandatory orientation class. I understand that punctual and dependable attendance is a requirement of my service. For unavoidable and valid absences, I will obtain a substitute when I must be out. The active membership fee is \$5.00 with a pledge to work 100 hours annually. The associate membership fee is \$10.00 per year with no pledge to work.

Signature of Volunteer _____ Date _____ Signature of Witness _____ Date _____