



Volunteer Services Department

As a new volunteer recruit to Dignity Health, YRMC, we know you will be anxious to get started with this new career you are exploring. We certainly look forward to having you join us as quickly as possible. The following is an outline of the process necessary prior to joining our team.

The Commitment

- Volunteer positions require a commitment of service and typically consists of one 4-hour shift a week: 8 am – noon, noon – 4 pm, or 4 pm – 8 pm, although there are some positions with a more flexible schedule.

The Interview

- Prior to orientation, please contact the Volunteer Services office to arrange an interview. This will enable us to compare your interests and availability with our volunteer openings.
 - West Campus (Prescott): 928-771-5678
 - East Campus (Prescott Valley): 928-442-8683

Volunteer Orientation

- For your protection and to meet governing regulations, EVERY new volunteer must attend a required orientation session. You will find this to be true no matter where you decide to give your time, but it is especially essential when working in a healthcare environment. The session includes information on infection control, site safety, personnel policies and more.
 - Orientations are scheduled at the time of your interview or will be scheduled for a future date determined at the interview.

Vaccine Requirements *(required prior to beginning your service. Further details regarding requirements, hours and location will be shared at the interview)*

- **Tuberculin skin test:** Two step TB testing is provided by DH, YRMC.
- **MMR, Varicella & Tdap:** Proof of vaccination record or DH, YRMC will provide laboratory titers.
- **COVID-19 Vaccination Required:** Please bring proof of vaccination to interview: CDC or WHO vaccination card or medical record proof of vaccination. If you have not, or do not plan to be vaccinated, additional information will be provided at the interview.
- **Annual Flu Vaccine** *(During Flu Season):* Proof of vaccination or if you decline the flu shot, you will be provided a declination form to sign and complete.

Department Training

- You will receive on the job training in the department where you plan to work. Because we always strive to provide the best patient care and service, we know proper training is key to utilizing our volunteers to best serve our patients. Most areas have a Volunteer Chair who will handle the scheduling and training of volunteers in their area.

Paperwork

- In addition to the application form, which should be completed and brought to your interview, please print two reference forms which can be given to and filled out by individuals who can answer the questions listed. These can be brought along to your interview or orientation; they can also be mailed to the address provided on the form.

We look forward to meeting you and are happy to welcome you to our family of volunteers at Dignity Health, Yavapai Regional Medical Center.