

# Guide to Becoming a Mercy Volunteer

## Informational Session Attendance:

- Prospective volunteers must attend an Informational Session prior to completing an application. When you attend one of these hour-long sessions, you will meet staff from Mercy's Volunteer Services Department, learn more about the application process and hear about volunteer opportunities. Application materials are provided at the Informational Session.
- Volunteer Informational Sessions are conveniently offered at a variety of times and locations throughout the year. For a list of upcoming Informational Sessions, you may contact our office at (515)247-3246 or visit, <http://www.mercydesmoines.org/careers/prospective-volunteers.cfm>.
- Parents/guardians are strongly encouraged to attend the Informational Session with any prospective volunteer who is under the age of 18. It will provide them with an opportunity to better understand the application process as well as provide signatures on required application documents as needed.
- Seating is limited and pre-registration is required.

## The Next Steps:

- Once you have completed the application, Mercy conducts thorough background checks.
- After clearing the background checks, you must also complete:
  - A Volunteer Interview to discuss your skills, experience, availability and areas of interest.
  - A New Volunteer Health Screening to protect the health and well-being of Mercy's patients, staff, volunteers, and visitors. The Health Screening includes a review of your health history, immunization history and tuberculosis (TB) testing. The health screening is provided at no cost to you.
  - New Volunteer Orientation to learn more about Mercy Medical Center and how you will support the mission as a volunteer.
- The on-boarding process may be completed in as short a time as two weeks but may take a longer period of time due to a variety of factors.

## Restrictions to Becoming a Mercy Medical Center Volunteer:

- Volunteer applicants must be at least 16 years of age. Additional age restrictions may be required in certain areas of the hospital.
- Volunteers are asked to commit to a weekly shift (3- 4 hours) for a minimum of six months; at 3 hours a week this equates to 72 hours over 6 months. Please carefully assess your ability to make this commitment prior to continuing in the process.
- Volunteer applicants must have a Social Security number for our verification process.
- Individuals with the following conviction(s) are not accepted into Mercy's volunteer program; any felony, child or dependent adult abuse, drug or theft. Individuals with other types of records are considered on a case-by-case basis. Non-disclosure of criminal record is also automatic disqualification.
- We do not accept volunteer applicants who need to complete court-ordered community service.