



Woodland Healthcare Auxiliary Volunteer Application

Name _____ Telephone () _____

Address _____ City _____ Zip _____

Email Address: _____

In case of emergency, contact _____ Relationship _____

Home phone () _____ Alternate () _____



Work/Volunteer Experience _____

Education/ Special Training/ Licenses _____

Foreign Language Skills _____ Hobbies _____

Have you ever been convicted of a crime? _____ If yes, please explain (when, where, and reason)



What appeals to you about volunteering at Woodland Healthcare? _____

Are there any activities or conditions that you must avoid? (If yes, please explain) _____

Please complete the following two pages

Times available:

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning							
Afternoon							
Evening							

Personal References:

Name	Address	Phone#	Relationship

Signature

Date

Mail completed application to:

Woodland Healthcare Auxiliary
Human Resources Department
1325 Cottonwood Street
Woodland, CA 95695

OFFICIAL USE ONLY

Application	Accepted _____	Background Screening	Date _____
		TB Test Complete	Date _____
		Health Screening	Date _____
		Orientation	Date _____

Auxiliary Services

Please indicate your 1st, 2nd, and 3rd preference of assignments by noting a 1, 2 or 3 by the position.

EMERGENCY DEPARTMENT

Work Schedule: 2-4 hour shifts, 7 days a week

Assist patients and families/significant others: Phone calls, personal needs, meals, visiting. Simple transport: Obtaining items from dietary and other departments; traffic control, stocking supplies and light cleaning.

GIFT SHOP

Work Schedule: Monday through Friday: 9 a.m. – 1 p.m.; 1p.m. – 5 p.m. ; 5p.m. – 8 p.m. Weekend: Hours vary.

The Woodland Healthcare Auxiliary Gift Shop is operated exclusively by Auxiliary volunteers who wait on customers and assist them with their selections. The Gift Shop is our most financially successful venture.

HOSPITAL RECEPTION – LOBBY DESK

Work Schedule: Monday through Friday: 9 a.m. – 12 noon; 12:00 noon – 3 p.m.; 2 p.m. – 5 p.m.

Auxiliary volunteers handle the information desk located in the Hospital lobby. Their duties include maintaining admission/discharge information, providing room numbers and directions to visitors and generally providing non-medical answers to a broad spectrum of questions.

MATERNAL CHILD/PEDS

Work Schedule: Monday through Friday 9:30 a.m. – 12:30 p.m.; Weekend hours vary

The volunteers, who elect to participate in the Maternity Service assist the nursing staff with clerical duties, distribute samples to new mothers, and provide any other assistance as needed by the medical staff.

DESIGNATED PROJECTS

The Auxiliary volunteers are often asked by Woodland Healthcare departments to assist in mailings, filing, etc. This is a great service to the hospital as well as a good time for volunteers to socialize and get acquainted with one another.

SURGERY CENTER

Work schedule: 2:30 pm – 4:30 pm Monday through Friday

Greets patients and provides direction and information as needed, assists visitors who are waiting for a patient to be picked up after surgical procedures, maintains an orderly and organized waiting area, including preparation of coffee. Calls nurse in recovery room when driver is ready to pick up patient. Helps staff in performing assorted administration duties.

CANCER CENTER

Work schedule: 11 am – 1 pm Monday through Friday

Distribution of newspapers to patients, take requests for lunch meals, pick up meals from hospital kitchen and pass the meals to patients, ensure blanket warmer is full at beginning and end of shift, visit with patients who would like to talk.

ADULT DAY HEALTH CENTER

Work Schedule: 10 am – 2:30 pm Monday through Friday

Provides support to Center staff who are engaged in a variety of activities that revolve around day health services. Volunteer activities can be tailored to meet the comfort level of the volunteer and may include group games, writing letters, assisting with meal service, walking or light conversation