

Junior Volunteer Program

Information Packet

for

Summer 2023

Program Dates: June 5 – July 28, 2023

Dear Prospective Junior Volunteer and Parent/Legal Guardian,

Thank you for your interest in the Jackson Hospital Junior Volunteer Program. This 8-week volunteer program is for rising 9th, 10th, 11th & 12th grade students from local high schools. Chosen students will attend an orientation on the evening of May 11th. Once students have completed the orientation class and Tuberculosis screening, they will start their volunteer journey which will last from **June 5th through the week of July 28th, 2023**.

To participate in this program, you must be available and volunteer a minimum of 30 hours. This is achieved by working one, four-hour shift per week. *We ask you to consider carefully whether this time commitment will fit in with family vacations, sports commitments, part/full-time work schedules and any other summer obligations you may have. Your willingness and ability to make a commitment to a volunteer assignment is crucial because the department in which you will be volunteering will be depending on you to be present and engaged.* If you cannot make the time commitment, please don't take a spot that should belong to another student.

The next page is a quick overview of the packet with the *how, when, where and why* to help you complete the application process for the Junior Volunteer Program.

Jackson Hospital 2023 - Junior Volunteer Program

The What, When, How and Why Information Sheet

WHAT: The Junior Volunteer Program is a summer volunteer program at Jackson Hospital for high school students who will be going into the 9th, 10th, 11th, or 12th grades when school starts in the fall of 2023. Participating students will be given a unique opportunity to learn about having compassion for others while gaining experience supporting patients, families, and staff in a hospital setting.

WHEN: The program runs for 8 weeks: from **June 5 - July 28, 2023**.

To participate you must be a student in a local school or the child or grandchild of a Jackson employee or volunteer. You must be available within the time constraints of the program and agree to volunteer a minimum of 20 hours and attend the orientation class.

HOW DO I GET STARTED? The application can be found on our website: *Jackson.org* Click on the **Career** tab and scroll down to the "Career Center". Click on the **Volunteers** link which will take you the volunteer page. Under the "Related Links" you will see the **Junior Volunteer Application**. Click on the link, fill out the form, and either email, fax, or mail your application. **A copy is attached with this form.**

Note to Student: Please fill out the application and print neatly. Ask a parent or guardian for information where needed and ask them to review your forms for correctness. When calling or emailing our office we ask that this be done by you, the student, not your parents. Part of this program is learning how to make contacts and how to conduct yourself in an interview and in business situations. We want to help you grow in these skills therefore helping you prepare for job and college interviews.

APPLICATION – To be considered for the program the [completed application must be turned in no later than Friday, April 21, 2023](#)



PROGRAM ACCEPTANCE – You will receive email notification upon acceptance into the program. **Be sure the email address on your application is legible and is one you check often.**

AFTER ACCEPTANCE TO THE PROGRAM:

Upon acceptance to the program, you will be required to attend a mandatory orientation class, as well as participate in a Tuberculosis screening. These documents are required of all volunteers and employees.

Federal Vaccine Mandate

CMS has implemented a vaccine mandate as part of the Medicare Conditions of Participation for the hospital. Generally, covered staff must be fully vaccinated against COVID-19 or otherwise receive approval for a medical or religious exemption from the vaccination requirement. When submitting a request for exemption from the vaccine requirement, two forms are required for either the religious or medical exemption, one Alabama (combined medical and religious) and one CMS (medical and/or religious).

Orientation classes will be offered the following day: **May 10th, 2023**. If accepted into the program, you will need to register by email or phone for the orientation class. **To participate in the program, you must attend this orientation.** If you cannot attend Orientation, you will not be eligible to participate in the program.

Uniform t-shirt will be distributed at orientation.

WHY APPLY TO THE PROGRAM?

The Junior Volunteer Program is a service to Jackson Hospital and provides an opportunity for students to gain exposure to a hospital environment while contributing to their community. While volunteering with us, you may see your future-self in the healthcare field, or you may learn that this is not your calling. While we sometimes want everyone to love the idea of a healthcare career, we know that either way, it is good to have new experiences, know what you are passionate about and start making plans concerning your career path. In short, this is a growth experience.

Also, you will enter your volunteer hours into our tracking software, so they are available upon request later when you need them for college applications and for your resume. You will be required to input all your hours into our system. You will also be responsible for communicating any absences to the supervisor in the department where you are assigned.

If you have questions or concerns, please contact me using the information below. If you leave a message also leave your first and last name and your phone number, remember to speak clearly and have your voice mail box set up on your phone. Students – please make these needed contacts, don't ask mom or dad to do this for you.

2023 JUNIOR VOLUNTEER PROGRAM
Junior Volunteer Dress Code

1.	Royal Blue t-shirt with the hospital logo. Shirt must be tucked in pants.
2.	Khaki pants - with belt if they have belt loops. NO leggings, cropped, capris, shorts, cargo, or baggy pants. No denim of any color.
3.	Nails must be natural and if painted, not chipped and polish must be a conservative color.
4.	Jackson Hospital ID badge must always be worn when at the hospital volunteering with the picture and name visible.
5.	Clean, appropriate color, comfortable shoes (no open-toe shoes or flip-flops).
6.	Conservative jewelry.
7.	No perfume.
8.	Uniform must be neat and clean.
9.	Cell phone must be kept in pocket (on vibrate) and not visible or on belt holster.
10.	Act and dress professionally, following The Jackson Hospital & Clinic's Code of Conduct, Policies & Procedures as well as the Dress Code.

**2023 JUNIOR VOLUNTEER
PROGRAM Zero Tolerance Policy**

The following discipline issues will result in immediate termination from the Jackson Hospital Junior Volunteer Program:

- Theft of hospital, patient, employee, volunteer, or guest property.
- Willful damage of hospital property.
- Fighting or attempting bodily injury to any person on hospital property.
- Public display of affection (PDA) of any type.
- Immoral or lewd conduct.
- Use of cell phone to text, check social media, or make non-emergency phone calls while on duty.
- Refusal to perform assigned task-insubordination.
- Walking off the assigned service without permission or leaving assigned area for extended period.
- Sleeping while on duty.
- Harassment of any form.
- Coercing or harassing patients, employees, volunteers, or guest.
- Malicious practical joking/horseplay.
- Reviewing, accessing, or revealing confidential information.
- Deliberate verbal or physical abuse of a patient, guest, volunteer, or employee.
- Willful violation of safety regulations.
- Possession of firearm or weapon on hospital property.
- Consumption or possession of alcohol or drugs on hospital property.
- Falsification of time and attendance records.
- Smoking or vaping on hospital campus. We are a smoke/vape free campus.
- Inappropriate verbal, written or physical conduct of a sexual or threatening nature.



Volunteer Questionnaire

Which medical specialty are you interested in? Why?

As a summer junior volunteer at The Jackson Hospital & Clinic, I hope to learn/experience these three things:

Tell us about your most rewarding experience helping someone:

Please give an example of a conflict you have encountered and how you handled it.

Describe yourself in 3 words: _____



Jackson Hospital Volunteer/Jr.Volunteer Application

334-293-8591 | www.jackson.org

Send completed applications by:
Email: Pryer.Hines@jackson.org
Fax: 334-293-8971
Mail: Jackson Hospital
Attn: Marketing
Jackson Hospital
1725 Pine St, Montgomery, AL 36106

Application Date _____

Personal Information:

Last name: _____ First: _____ Middle: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Business Phone: _____

Fax: _____ Email: _____

Current Work Experience: Volunteer Paid

Business or Organization: _____ Phone: _____

Address: _____ City: _____ State: _____

Work performed or title: _____

Other Experience: Volunteer Paid

Business or Organization: _____ Phone: _____

Address: _____ City: _____ State: _____

Work performed or title: _____

Educational Background:

High School College Graduate School Vocational Other: _____

Major(s): _____

Name of School: _____ Graduation Year: _____

Will you adhere to our Mission Statement? Jackson Hospital is a not-for-profit organization committed to improving the health of all members of our community by providing superior, patient-centered and cost-effective care in a safe, compassionate environment. * Yes No

Will you adhere to our company's values? Compassion - We care for our patients with empathy and respond with kindness; Diversity - We embrace the differences in our patients, staff and community; Education - We improve the health of our region through ongoing education of our patients, staff and community; Innovation - We continue to improve the care that we provide with evidence-based medicine and incorporate technological advancements; Integrity - We are transparent, honest, ethical and respectful; Quality - We pursue excellence through outstanding communication and customer service; Safety - We maintain a safe environment for our patients, visitors and staff; Teamwork - We work together to achieve common goals. * Yes No

Motivation:

What or who encouraged you to become a volunteer: _____

Have you volunteered before: Yes No

If yes, for what organization(s): _____

Availability for Work: (please check all that apply)

Days of the week I am available to volunteer are:

Monday Tuesday Wednesday Thursday Friday

Times available: (9:00am-2:00pm)

References: (at least one person not related to you) References will be checked.

Name: _____

Name: _____

Address: _____

Address: _____

Daytime Phone: _____

Daytime Phone: _____

I understand and agree to the fact that this agreement is for participation with Jackson Hospital as a volunteer and that I will not be compensated for this work now or in the future. I have given the above information voluntarily, and I certify that all statements are true and correct. I understand that it will be used and disclosed for Jackson Hospital purposes or to any party with legal and proper inter-est, and I release Jackson Hospital from any liability whatsoever for supplying such information. I agree to abide by the Volunteer Personnel Policies and Procedures of Jackson Hospital.

Signature: _____ Date: _____

Guardian Signature (if under 18): _____ Date: _____

For Office Use Only

Application Received: _____ Volunteer Start Date: _____

Volunteer Orientation: _____ Volunteer Assignment: _____