



900 S. Atlantic Blvd., Monterey Park, Ca 91754

BECOME A MONTEREY PARK HOSPITAL VOLUNTEER!

Dear Volunteer,

We are pleased to have the opportunity to offer you training, challenge and community service involvement in a health care environment. We are happy to have you join us as an active member of our growing health care family.

You will be joining a staff of professionals dedicated to providing high quality health care management to the community they serve. The time you will be spending at the hospital will offer you an opportunity to learn new skills, gain a sense of accomplishment, derive personal fulfillment and growth while receiving the satisfaction that come from being needed. Additionally, you will be contributing to the happiness and well-being of our patients and their families. All of this makes you a very important person.

Volunteers serve in more than 15 areas of the hospital, some departments that utilize volunteers include the Emergency Department, Admitting, Information Desk (Main Lobby), Laboratory, Medical Records, Nursing Stations, Business Development, Materials Management, Radiology (Clerical Only), Dietary and more. Most of our assignments for the volunteers are clerical support to help with projects in an office setting, some directly with patients providing water, newspapers or directing patients to assigned departments.

Whether your interest is to give back to your community or to explore health careers as you give back to your community, Monterey Park Hospital has a place for as we strive to support the hospital's mission, vision and values.

Volunteer's Responsibilities and Requirements

A Monterey Park Hospital Volunteer is an individual who is emotionally stable and physically able to perform work assigned to him/her: a person willing to devote the time and effort necessary to perform service. A volunteer should have the desire to learn and willingness to abide by hospital rules and regulations.

We request a minimum commitment of 50 hours of service. Most volunteers sign up for one or more days per week with shifts of 2 hours minimum commitment but allowed a maximum of 8 hours per shift. Vacations and other days off are happily accommodated.

Volunteer services are available Monday thru Friday, from as early as 8:30am to as late as 5:30pm.

Training Orientation

You will be expected to attend a comprehensive orientation and training program to familiarize yourself with the hospital, its rules, regulations, policies and procedures. The orientation will last approximately Three – Four hours and will be followed by an Orientation Quiz.

Volunteer Screening Process

- 1. The minimum age to volunteer is 15 years:** All Volunteer under the age of 18 must have a written consent or **signature of a parent or guardian and provide social security number and Birth Certificate.**
- 2. Volunteer Application and Background Check Forms:** All forms must be completely filled including the Acknowledge of Volunteer Status and Confidentiality Statement forms (Whether you are an Adult or minor you must provide a valid social security number for Background Check.
- 3. TB Test or Chest X-Ray:** is required, test provided by the hospital at no cost, must submit copy after the background process comes back; test taken outside the hospital must be within the last 4 months.
- 4. Orientation:** Must attend orientation, once Background Check clear and Positions are available you will be schedule to attend a 3 – 4 hours orientation with the volunteer coordinator.
- 5. Volunteer Vest and Photo I.D. Badge will be Provided:** Once you complete your services you will need to return Vest and I.D. to the Volunteer coordinator on your last day of services otherwise you will be charged \$20 **refundable to you when the Vest and Photo I.D. Badge are returned.**

Thank you for accepting this challenge. We are delighted to have you serve in our program and know that you will have a most rewarding experience. Please feel free to contact Maria Enriquez if you have any questions.

Thank you,

Maria Enriquez
Volunteer Coordinator
(626) 570-5743