



## Becoming a New Volunteer at Piedmont Henry Hospital – A Quick Glance

**Application.** Please forward your completed application to [PHH.Volunteerapps@piedmont.org](mailto:PHH.Volunteerapps@piedmont.org). You may also choose to return it by postal mail to Piedmont Henry Hospital, Attention: Auxiliary/Education Building, 1133 Eagles Landing Parkway, Stockbridge, GA 30281

**Interview.** Upon receipt of your application, a representative from the Auxiliary will reach out to arrange an interview. This interview is expected to last around 30 minutes. The volunteer position serves the hospital, and we ask that all adult volunteers commit to a minimum of one year of service. Additionally, each volunteer is required to fulfill one four-hour shift each week.

**TB Tests.** All new volunteers are required to undergo Tuberculosis (TB) testing. This test must be completed prior to your eligibility for orientation. This is a standard procedure at all Piedmont hospitals and is provided to you at no charge.

**Immunization Records.** Please ensure that you bring a copy of your current immunization records to your appointment with Employee Health. If you do not have a copy, it can be obtained from your healthcare provider, the Health Department, or the facility where you received your immunizations. Should you have not received any immunizations or lack access to your records, Employee Health will try to retrieve them from an online database. If they are unable to do so, a Titer test will be performed to assess your immunities. After the results are received, it will be the applicant's responsibility to obtain any necessary vaccinations, and proof of these vaccinations must be provided to Employee Health before you can start volunteering.

**Flu Shot.** During flu season, September 1<sup>st</sup> through April 1<sup>st</sup>, all volunteers are required to have a flu shot or a medical or religious exemption.

**Uniform.** Volunteers are required to wear a red polo or scrub top along with khaki pants as part of their uniform. The expense for the uniform is the volunteer's responsibility. Uniform tops are priced at \$30, varying by size and style. We will cover the uniform requirements during your interview.

**Background Check.** All volunteers are required to successfully complete a background check. Following the interview, you will receive an email containing a link to finalize this step. An invitation to volunteer will not be granted if the applicant fails the background check. Additionally, we do not accept individuals seeking to fulfill court-mandated community service.

**Annual Education.** It is mandatory for all volunteers to attend an Annual Training class each year. The training is generally scheduled for January and lasts for approximately 2 to 3 hours.

**Orientation.** Volunteers must participate in the New Employee/Volunteer Orientation. This session is generally conducted on Monday mornings at 8:30 AM. Once you have completed the required steps, we will coordinate a date for you to attend the orientation.

**Additional Questions.** Please contact the Auxiliary Office for additional questions at 678.604.1666 or by email at [Sherrita.Emerson@piedmont.org](mailto:Sherrita.Emerson@piedmont.org).

*It is important to understand that the Auxiliary is not an internship program, nor does it serve as a pathway to employment within the hospital. We consider volunteering to be a long-term commitment and are looking for individuals who are willing to dedicate their time for many years. The Auxiliary does not facilitate placements for community service volunteers.*

*The aforementioned details will be discussed in the upcoming interview. To continue, please ensure that you complete and submit your application. We are grateful for your interest in contributing your skills and time to our organization.*

**We hope to hear from you soon!**

