



PROCESS FOR BECOMING A VOLUNTEER

1.) Submit Volunteer Application

2.) Attend Volunteer Orientation (1hr before Clinic opens on first day of volunteering)

a.) Overview by Organizing Committee team

b.) Receipt and review of Volunteer Handbook

c.) Determination of Initial Placement:

- **Medical Volunteer**
- **Non-Medical Volunteer**
- **Special Projects**

3.) Interview with Team Supervisor and Review volunteer duties.

Volunteer Application Form

Name: _____
Last *First* *M.I.*

Address: _____
Street Address *Apartment/Unit #*

_____ *City* *State* *ZIP Code*

Home Phone: () _____ Business Phone: () _____

Cell Phone: () _____ Birth Date: _____

E-mail Address: _____

Physician RN PA Lab Tech Pharm/Tech NP

Title: LPN Med. Asst. Pastoral Care Hospitality Data Entry

Fund Raising Marketing Translator

Other: _____

How can we best utilize your abilities at the clinic? _____

Licensed Medical Professionals should contact Dr. Harold Nicolette @ (843)442-6720 or via e-mail at: chasdoc@bellsouth.net for additional medical application forms.

Emergency Notification (person to be contacted in case of emergency or illness)

Full Name: _____
Last *First* *M.I.*

Address: _____
Street Address *Apartment/Unit #*

_____ *City* *State* *ZIP Code*

Primary Phone: () _____ Alternate Phone: () _____

Relationship: _____

Volunteer Availability

I can serve one shift: per week per month every other month Other: _____

The day(s) I prefer are: Tuesday 8:30am-12:30pm Tuesday 5:30pm-9:30pm
 Thursday 8:30am-12:30pm Thursday 5:30pm-9:30pm

Signature of Volunteer: _____ Date: _____

The Dream Center Clinic
5505 N. Rhetts Ave.
N. Charleston, S.C. 29406

Telephone: (843) 225-1115
Fax: (843) 225-1107

Volunteer Agreement

Thank you for your interest in volunteering at the Dream Center Clinic. Before being placed in a volunteer position there are some important guidelines of which you need to be informed. Volunteering is a fun and rewarding experience, but it requires a commitment, since patients, staff and other volunteers are relying on you.

All volunteers are expected to honor the following statements. Please review them carefully prior to your volunteer orientation and feel free to ask any questions that you may have at that time.

AS A VOLUNTEER AT THE DREAM CENTER CLINIC I AGREE TO:

- Report on time for my scheduled shift.
- Notify the clinic manager at least one week in advance of any cancellations or changes to my volunteer schedule. (We understand that illness and family emergencies are unavoidable but please call the clinic at (843) 225-1115 as soon as you know that you are unable to work a scheduled shift.)
- Comply with all Clinic policies, protocols, procedures, Code of Ethics and patient care policies, and Patient Eligibility Requirements.
- Respect all Dream Center Clinic staff and fellow volunteers.
- Respect and maintain confidentiality in regard to all personal and medical information of patients or former patients of the Dream Center Clinic and not share any information with unauthorized persons.
- Provide care with courtesy and respect to all patients and their family members.
- Report any incidents, concerns, or disputes to the proper Clinic staff.

THE DREAM CENTER CLINIC AGREES TO:

- Provide orientation, training, and support to all volunteers.
- Respect, support, and recognize the efforts of all volunteers.

The Dream Center Clinic reserves the right to terminate the relationship between itself and the volunteer if at any time service is found to be unsatisfactory or in the event that the provided services are no longer needed.

Name (please print): _____

Signature: _____ Date: _____

Volunteer Descriptions

General/Non-Medical Volunteer: Clinic assistants will perform various duties throughout the clinic, including, but not limited to: eligibility screening, check-in, discharge, data entry, receptionist, and hospitality.

Fundraising/Marketing: Volunteers could be involved with special project or fund raising events, assist with various tasks such as the newsletter, mailings, publicity, photographer, artist, musicians, and catering.

Dietician: Assist the providers with counseling the patients concerning their nutrition needs. Dietitian will also help develop a nutrition plan as it pertains to the welfare of the patient.

Facilities Assistant: Support our volunteer Facilities Coordinator to provide several specific service positions including, electrician, plumber, landscaper, maintenance person, carpenter, parking attendant

Information Technology Specialists: Depending on computer skill sets duties would vary, they could include data entry, technical assistant, graphic designing, web page designer and software application.

Medical Volunteer: May be a (n): MD, DO, NP, FNP, ARNP, PA or PA-C and have an active license in good standing, and currently practicing; or may be a (n): RN, LPN, CNA, CMA, EMT or ER Technician, have an active license in good standing. Duties include taking vital signs, recording patient history and chief complaint, performing basic lab tests and assisting the providers as needed.

Medical Assistant/Technician: Certified (CNA, CMA, EMT or ER) or have medical experience and be supervised under the direction of our nursing staff.

Pharmacist: Pharmacist may be either a Pharm D or a RPh with an active license. Duties include dispensing medications from the on-site pharmacy and counseling patients on medication usage.

Pharmacy Technician: Volunteers must be certified. Duties may include helping pharmacist prepare prescriptions, labeling medication bottles, and completing prescription paperwork and medication inventory.

Pastoral Care Volunteer: Work closely with our Pastoral Care Director as we minister to our patients in various ways, patient companion, prayer team member, assist with obtaining contributions of in-kind donations, holiday gifts and cards for patients and serve as an interpreter.