



### **Steps for Becoming a Silver Hill Volunteer**

- Please go to <https://share.vomevolunteer.com/2mgn07XhMKb> to apply to become a volunteer. You will need to create a free Vome account in order to do so. It will also be critical to download the Vome app on your mobile device. This will allow you to view the schedule, request shifts, and receive confirmation messages to ensure you will be at your upcoming shift.
- If there are available positions for which you are qualified, the Volunteer Coordinator will schedule a phone interview to learn more about your background and interests and then determine the “best fit” for you.
- Once you have been approved as a volunteer you will receive a welcome email and a separate email with forms to sign through DocuSign. These include registration and policy forms, as well as two forms providing Silver Hill the authorization to conduct background checks. Your volunteer service at SHH is contingent on complying with and passing Silver Hill's background investigation (including background checks through ADP Screening and Selection Services, the Department of Children and Families, and the CT State Police Bureau of Identification).
- You will need to attend a hospital orientation. Hospital orientations are from 8:30 AM – 2:00 PM on the first Monday of the month. When the first Monday falls on a holiday, then orientation day is the second Monday of the month. The orientation is held in the Main room in the Martin Center on The East Campus.
- You are required to produce documentation of a negative PPD (TB screening) within the past 12 months. If you have not had a recent PPD, it is offered at the hospital orientation but you must also be able to return 48-72 hours after the PPD is planted to have it read (i.e., the Wednesday or Thursday of the same week). If you cannot return to Silver Hill within 48-72 hours, then please arrange to have the PPD done at your doctor’s office, student or employer’s health office, or walk-in clinic. Please ask for documentation and provide it to the Volunteer Coordinator.
- Volunteers planning to serve our adolescent population (inpatient or residential) are required to complete a physical examination. Volunteers may choose to complete a physical with their Primary Care Provider (PCP) or at Concentra Urgent Care. If a volunteer opts to use their PCP, they will be required to submit the Physical Form signed by their PCP. If the volunteer chooses to complete the physical at Concentra Urgent Care, they must request authorization from the Volunteer Coordinator. All volunteers must be able to perform the duties outlined in their volunteer job description. Please notify the Volunteer Coordinator of any physical restrictions or limitations. Volunteers serving as recreation volunteers in the gymnasium are also required to sign a Release and Waiver form.
- When possible, we will arrange for you to shadow a current volunteer who can give you a more personal explanation of how he or she performs his/her volunteer role. You may also

be matched with a volunteer to observe how he/she leads a particular kind of group (e.g., 12-step, meditation, writing, art etc.). The Volunteer Coordinator will coordinate this with our existing volunteers for a time that is mutually convenient.

- Remain in touch with the Volunteer Coordinator, she is the only Silver Hill employee that assigns and schedules volunteers to shifts.