



Steps for Becoming a Silver Hill Volunteer

- Please go to [Workday Volunteer Application](#) to apply to become a volunteer. You will need to create a log on with your primary email address which we will then utilize for all volunteer related correspondence. After applying, please email Pclark@silverhillhospital.org indicating which volunteer position you are inclined towards.
- If there are available positions open, 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.
- Additionally, volunteering with us requires complying with and passing Silver Hill's background investigation (including background checks through Chekr, and, if volunteering at KHouse, also through the Department of Children and Families).
- You will need to attend a hospital orientation either in person or online. 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 at KHouse 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, he is the only Silver Hill employee that assigns and schedules volunteers to shifts.