



## Steps to Becoming an Ascension Providence Volunteer

### Step 1: Apply to Volunteer

**Thank you** for your interest in volunteering with Ascension Providence. The recruitment and placement policy of the Volunteer Services department adheres to Ascension's policy to provide equal, nondiscriminatory employment opportunities. In concurrence with the Fair Labor Standards Act, volunteers do not regularly perform services indispensable to the operation of the hospital.

*We request a minimum commitment of 100 hours for most applicants.*

*This is approximately 4 hours per week for 6 months.*

#### Checklist to apply to volunteer

- Complete a volunteer application. A link to the application can be found at [www.ascension.org/volunteerNovi](http://www.ascension.org/volunteerNovi) or [www.ascension.org/volunteerSouthfield](http://www.ascension.org/volunteerSouthfield).
- Submit the reference form that has been completed by someone who has known you for six months or longer. Family members are not acceptable. (Included in the Application).
- Complete the "Acknowledgment and Authorization of Background Check" as well as the "Disclosure Regarding Background Investigation". (Included in the Application). Parental signature is required for applicants under 18 years old on each page. A criminal background check will be conducted.
- Read and complete the "Confidentiality Agreement". (Included in the Application). Parental signature is required for applicants under 18 years old.
- Minimum age requirement at Ascension Providence, Novi is 17 years old. Minimum age at Ascension Providence, Southfield is 16 years old. A parental consent form is required for applicants ages 16 or 17. (Included in the Application). Note: **Applications for high school students are accepted only during the month of March for the Summer Student Volunteer Program** unless they are part of an existing school partnership.

#### Mail, fax or email your completed application to

##### **Ascension Providence, Novi**

Volunteer Services  
47601 Grand River Ave  
Novi, MI 48374  
Fax: 248-465-4099

[Kathleen.zaguroli@ascension.org](mailto:Kathleen.zaguroli@ascension.org)

##### **OR**

##### **Ascension Providence, Southfield**

Volunteer Services  
16001 W. 9 Mile Rd  
Southfield, MI 48075  
Fax: 248-849-8135

[Robyn.hamilton@ascension.org](mailto:Robyn.hamilton@ascension.org)

## Step 2: Potential Interview

Your application will be reviewed upon receipt. If we have an open placement that matches your interests, skills and time availability, you may be called to interview with a Volunteer Services representative. If a suitable placement is agreed upon between you and the representative, you will be assigned a volunteer role and schedule. Please plan up to 45 minutes for the interview. **Please bring your valid driver's license to any in-person interview.**

## Step 3: Background Check

Your background check form will be submitted for review. You will be contacted if any further information is needed.

## Step 4: Health Screening

**Novi Associate Health**  
248-465-5340  
47601 Grand River, Suite A206  
Outpatient Center

**Southfield Associate Health**  
248-849-2800  
16001 W. 9 Mile Rd.  
Lower Level by Elevator B

**If selected for placement:**

- Schedule an appointment with Ascension Associate Health for a health screening.

**Health requirements include but are not limited to:**

- Tuberculosis (TB) screening
- Flu Vaccine (required November through March.) verification
- TDAP Vaccine verification (Tetanus, Diphtheria, and Acellular Pertussis)
- MMR Vaccine Verification (Measles, Mumps, Rubella)
- Varicella Vaccine Verification
- Drug testing

**On the day of your health appointment, please:**

- Plan to arrive 30 minutes prior to your appointment to complete forms.
- Bring copies of your immunization history and/or lab titers showing immunity if you have them.
- A blood draw will be completed for the TB screening. If you do not have immunization verification, your blood draw will include this screening.
- Bring a valid, government-issued photo ID.
- Drink plenty of fluids to ensure an adequate sample for your urine drug screen
- Fasting is NOT required. Please maintain your normal dietary and/or medication regimen.
- Due to the nature of the visit, please do not bring children or other dependents to your appointment.
- If you have any questions regarding your health screening process, you may call the Associate Health Office.

**TEENS:** Individuals under the age of 18 must have a parent or legal guardian present with them for the health screening.

**The results of your Health Screening will be emailed to the Volunteer Services office.**

## Step 5: Orientation

If selected for placement, you must read the orientation materials and submit the competency quiz listed below. Use the links included at the Ascension Providence Volunteer webpage at either [ascension.org/VolunteerNovi](https://ascension.org/VolunteerNovi) or [ascension.org/VolunteerSouthfield](https://ascension.org/VolunteerSouthfield)

- Read the Volunteer Orientation Handbook
- Complete the Volunteer Handbook Quiz (3 pages)
- Bring the completed quiz to orientation

You will be given a date, time and location for orientation after your interview.

## Step 6: First Day Check-In and Training

Once Volunteer Services receives clearance from Associate Health and for your Background Check, and you have completed orientation, you will be called to schedule your start date.

On that first day, please report to the Volunteer Services office 15 minutes before your shift starts so that you can obtain your:

- Volunteer Uniform (jacket or polo shirt)** - Volunteers are asked to purchase a volunteer uniform, either a jacket (\$20) or a polo shirt (\$15). Fees may be waived for hardship.
- Volunteer Identification Badge** - You will be issued an identification badge. Please bring a valid photo ID. This badge should be worn at all times in the hospital and must be returned to the Volunteer Services office if you decide to stop volunteering.
- Volunteer Sign-In Code**

Training is ‘on-the-job’ and usually occurs on your first day of volunteering. It is conducted by another experienced volunteer in your service area or by an associate. Occasionally, you will be asked to train on another volunteer’s schedule so that you can shadow them before starting on your own.

If, after your initial training, you feel that you need additional training, please contact the Volunteer Services office. We can set up a time for you to shadow another volunteer doing the same role as you.

*Welcome to the Ascension Providence Team!  
We hope you find fulfillment in your volunteering and  
we thank you for your service  
to our patients and associates!*