The entire staff of the James A. Haley Veterans’ Hospital extends a warm welcome and appreciation for your willingness to serve as a volunteer at our hospital.

If you are age 18 or Older, please familiarize yourself with the Volunteer Application Package. If you are under the age of 18, please see a Voluntary Service Staff member for information on volunteering.

1. TB Test has to be “administered” and “read” ***prior*** to turning in your volunteer application. The TB screening is a free service. Take the TB Test form to the 6th floor to Occupational Health, Room 6A650, any day except Thursday, Saturday, or Sunday to have it “administered.” You will then be required to return to Occupational Health within 48-72 hours to have the TB Test “read.” If you have ever tested “positive,” for TB, you will be required to go to your personal primary care physician and request a chest x-ray and we will need documentation of the chest X-Ray results. TB Tests must be current within one year.
2. Once you have your TB Test “read,” return the completed volunteer clearance form which has been initialed and dated by occupational health staff and your completed voluntary service application to Voluntary Service, Room 2A215K.
3. Once you are in the Voluntary Service office, if you are over the age of 18, you will then receive paperwork for fingerprinting and will be directed to Human Resources (HR) for fingerprinting.
4. After being fingerprinted, you will return the volunteer clearance form which has been initialed and dated by HR staff, back to the Voluntary Service office and we will then provide you with an orientation date and time.
5. Orientations are scheduled on a first-come, first-serve basis. They are by invitation only. They are scheduled every other Wednesday from 9:00 a.m. to 11:00 a.m.

All orientations begin promptly at 9:00 a.m. If you are late you will need to reschedule for the next available orientation.

If you have additional questions, please contact Voluntary Service at 813-972-7533.

***DIRECTIONS TO OCCUPATIONAL HEALTH:***

Take the main elevator to the 6th floor and turn right out of the elevator and go to the end of the hallway. Turn left and go to the last door on your right, Room 6A 650.

Once you have the TB Test “administered,” you will then return to Occupational Health within 48-72 hours to have the TB Test “read.” You will then return to Voluntary Service, Room 2A215K, with your volunteer clearance form and your completed application for voluntary service. We will then, if you are over the age of 18, give you the paperwork to be fingerprinted. Please ensure the volunteer clearance form is initialed and dated by occupational health staff and returned to voluntary service.

(**Hours of operation**: Monday-Friday 8:00am to 3:00pm).

***DIRECTIONS TO HUMAN RESOURCES:***

From Voluntary Service go down our hallway and go left towards the main elevators. Go to the 1st floor, get out of the elevator and go left all the way to the end of the long hallway. You will walk towards the main lab, admissions and some clinic areas. Keep walking until you see a glass encased office which houses Police & Security. Go left out the double doors. (You will see the Emergency Department on the left). Go to the bottom of the sidewalk and turn right. After you turn right, you will see a two story modular building in front of you and on your right side you will see a water feature. (Do ***NOT*** go into modular T-49). As you start down the hill you will see a wheelchair ramp, go up that wheelchair ramp onto the patio and in the door and turn left. Tell the receptionist you need to be fingerprinted.

(**Hours of operation**: Monday-Friday 8:00 am to 3:00pm).

Once you are fingerprinted you will return the volunteer clearance form that has been initialed and dated by the HR staff to the Voluntary Service office, Room 2A215K. You will then be scheduled for an orientation. If the door is closed, slide your paperwork under the door. You will then need to contact Voluntary Service at 813-972-7533 to schedule an orientation.

**TB TEST**

**Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Notice:**

**I understand that I must report to Occupational Health 48-72 hours after I have received my P.P.D. so that it can be read and recorded, or there will be no evidence of my having had this test.**

**A P.P.D. is required each year, unless I have tested positive. Exposure to an active TB patient or working in high-risk areas will require testing more often.**

**FOR OFFICE USE ONLY**

**ADMINISTRATION:**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Forearm: Right\_\_\_\_\_ Left\_\_\_\_\_**

**Given by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**READING:**

**\_\_\_\_\_ Negative reaction (*A bruise at the site is not a positive reaction*.)**

**\_\_\_\_\_ A raised, red area is present.**

**\_\_\_\_\_ Small blisters are present.**

**\_\_\_\_\_ mm of induration**

**Read by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**If you have tested positive present/past you will need to go to your private primary care doctor for an x-ray and we will need the documentation in Voluntary Service.**

***PLEASE NOTE:  Parking is available at the New Parking Garage located on the main campus on Richard Silver Way*. Proceed to the end of Richard Silver Way and the parking garage is located on the left.**

**Volunteer Opportunities**

**ESCORT** – Are you looking for some exercise, a chance to smile and brighten someone’s day? You’ll get an opportunity for both while volunteering in Escort and assisting in transporting patients to and from their appointments in the hospital. Any days/hours are acceptable from 7:00am – 4:30pm, M-F, with the greatest need in the afternoons.

**FEEDERS** – If you’re looking for patient contact, we could provide training for you to help feed patients at meal times, especially in the Nursing Home Care Unit and Spinal Cord Injury. Any days are acceptable. Breakfast 7:00am, Lunch 11-1pm, Supper 4-6pm.

**PATIENT REMINDER CALLERS-**

**TRAM SHUTTLE DRIVERS** – Be the first to meet and greet our patients and their family members and be the last friendly face when they leave! Volunteers are needed to drive the parking lot TRAM shuttle golf carts to shuttle patients to/from the parking lots at our facility. Must be personable, friendly, and able to follow safety instructions, and drive a golf cart. Uniforms are provided. You can have a regular schedule or be “on-call”.

**GREETERS PROGRAM** - This is a very busy and complex hospital. We need help in directing patients and their families as they enter our hospital. Volunteers are needed to support the Greeters Program on a regular basis. The program consists of employees and volunteers who greet and assist patients/visitors entering the facility who may need directions or information. Qualifications are: must be willing to help people; be outgoing and personable; have a neat, clean appearance; willing to do at least a 4-hour shift per week; Position requires standing and walking. Training and blazer/vest are provided.

**EVENINGS/WEEKENDS** – Volunteer opportunities are available evenings/weekends including: feeding patients; assisting staff on the units with patient transport and various other duties, as well as, transporting patients to and from Chapel services.

**STUDENT/YOUTH VOLUNTEER PROGRAM** – We accept high school students into our volunteer program during the summer. Students must be 14 years old, and have written parental consent on the application. Student volunteers are placed in assignments throughout the hospital in various departments.

**CAFÉ VA HOSTS** – Our Café VA offers computer access for inpatients, outpatients (on date of appointments) and their family members. Café VA is open weekdays from 9:30 a.m. to 11:30 a.m. and 5:00 to 7:00 p.m. and on weekends 11:00 a.m. to 2:00 p.m. We are looking for hosts to serve refreshments, to socialize with the guests and to offer computer assistance if needed. We were also looking for some café entertainment (karaoke for example). Refreshments and supplies in the Café are provided through donations.

**SPECIAL EVENTS** – Voluntary Service conducts recurring special events, such as:

***National Salute Week*** – Celebrated the week with Valentine’s Day, February 14. This week is set aside to make the community more aware of services provided by VA facilities, to invite members of the community to visit inpatients/outpatients to express their appreciation for these heroes’ services in defending our nation’s freedom, and to invite the community to serve as VAVS volunteers to enhance the services provided by VA facilities to its patients. Volunteers are needed for our **Welcome Home Event** which is held in March of each year. We will invite active duty service members and veterans of Operation Iraqi Freedom/Operation Enduring Freedom to educate them about services provided by the Department of Veterans Affairs, including family support groups and job/educational opportunities. Our hospital will also invite all other veterans. We hope to provide food, entertainment and give-aways in a festive like atmosphere. The other intent of ***Welcome Home*** is for us to join with the community in showing our appreciation to these heroes for defending the freedoms we enjoy.

***Make A Difference Day*** – 4th Saturday in October. A national day of giving back to the community and helping others; sponsored by USA Weekend magazine. Our hospital’s Make A Difference Day project has been named Homeward Bound to Those Who Served. There are approximately 47 non-service connected veterans in foster homes in the Tampa area. They have opted to live in these foster homes (which are visited regularly to ensure that specific standards are met) rather than in nursing homes. They have very limited funds after paying for their stay in the foster home. Voluntary Service and Social Work Service work together to collect a wish list for each of the patients. With the help of volunteers sharing their time and resources, gifts will be assembled for personal delivery to each of the foster home patients.

***Christmas Gift Distribution*** -- Volunteers are welcome to assist with the assembly of approximately 400 gift bags for inpatients. Individuals, organizations and businesses are welcome to present gifts for these gift bags. Contact Voluntary Service for more information about gift ideas.

**MANY OTHER OPPORTUNITIES** – There are many other volunteer opportunities available in clinics, library, nutrition & food service, kitchen work, community living center, etc. Groups and/or organizations may also sponsor evening activities (bingos, horse racing, casino nights) for inpatients; Recreation Therapy is particularly looking for a bingo sponsor on Monday evenings. We are seeking sponsors for ***patriotic events***: POW Ceremony in April, Memorial Day in May, Flag Day, POW/MIA Day, Patriot Day in October and our Veterans Day Parade. Sponsors may provide entertainment, Color Guard, refreshments, and/or flowers.

# How to Join Us:

To become a volunteer, or to learn more about volunteer opportunities at our hospital, contact:

Voluntary Service (135)

13000 Bruce B. Downs Blvd., Tampa, FL 33612

(813) 972-7533

Any potential or interested volunteers must complete a brief Volunteer Application; have an interview with Voluntary Service so that we can identify a mutually suitable volunteer assignment; and have a TB Test, which we provide here at the facility before you start volunteering; and be fingerprinted in Human Resources. We also provide complete orientation and training. Uniforms are required and provided to you on your first day of volunteering.

**Benefits for Volunteers:**

Complimentary lunch provided if working Flexible scheduling

4 or more hours Awards for volunteer hours of service

Orientation and training program from the 50-hour youth award to

Professional uniform and I.D. Badge over 50,000 hours (at established

Annual Volunteer Awards Recognition Luncheon milestones)

Free TB Testing and Free Flu Shots Free medical treatment if injured or ill

Letters of reference for school/work while doing your volunteer work

**CAMPUS MAP – JAMES A. HALEY VETERANS’ HOSPITAL**

