



# EMORY-ADVENTIST HOSPITAL AT SMYRNA

OPERATED BY ADVENTIST HEALTH SYSTEM AS A JOINT VENTURE WITH EMORY HEALTHCARE

**Thank you for your interest in volunteering at Emory-Adventist Hospital at Smyrna. We strive to maintain a professional volunteer force. We do offer training in the volunteer position assigned to you. As a result, we are requesting a serious commitment from you. In return you will experience the satisfaction of a job well done and team spirit.**

**If you are a high school student under 18 years of age seeking volunteer hours, you must have your parent's permission to do so. Parents are required to accompany the student for the TB test as well.**

**We are not a Georgia Works participant.**

## **Requirements:**

You must be 16 years of age to volunteer at Emory-Adventist Hospital.

You must be 18 years of age to volunteer in the Emergency Center.

Be willing to give four consecutive hours per day of service per week.  
More hours may be given, as you desire.

Tuberculosis test (TB) administered by the Hospital free of charge  
or document of TB test within 6 months of volunteering  
or at your own expense, a chest x-ray if you have a history of positive reaction

The Employee Health Nurse administers the TB tests. You are required to come back to the hospital two days after the test to have the results read. **You can schedule an appointment with the Employee Health Nurse by calling 770-434-0710 ext 2106.** Ask the front desk to direct you to the Employee Health Office.

**You must have passed your TB test prior to beginning your volunteer service.**

**Volunteers are subject to random drug testing.**

Attend one Volunteer Orientation class held monthly (once per month) prior to beginning volunteer service.

Complete volunteer application packet.

It includes an application and consent for criminal background check.

Purchase a volunteer jacket at \$27.00. Keep it clean and in good repair.

Not all departments will have an opening at the time of your application. Volunteers seeking evening or weekend hours would serve in Medical/Surgical or Emergency Center.

Please give your completed packet to the front desk or mail to the hospital address attention: Volunteer Services. Upon review of your information and receipt of your TB clearance, you will be notified for the next available orientation. It takes approximately 10 business days from the time you turn in your completed paperwork for completion of the TB test and Criminal Background Check. The direct line for Volunteer Services is 770-438-5233. The preferred communication is by email – address is [gwen.baldwin@ahss.org](mailto:gwen.baldwin@ahss.org) or [beverly.wheatley@ahss.org](mailto:beverly.wheatley@ahss.org). This office is staffed on a part-time basis.

Keep this sheet for your information. We appreciate your willingness to give of yourself and your time. Your service is a blessing to us.