



**LifeCare Hospitals of Fort Worth**  
6201 Overton Ridge Blvd  
Fort Worth TX 76132  
[www.lifecare-hospitals.com](http://www.lifecare-hospitals.com)  
Volunteer Services • 817-222-8370



### *What is a Volunteer?*

Volunteers at LifeCare Hospitals of Fort Worth are caring, knowledgeable and creative individuals who bring passion and joy to the common goal of supporting our medical center in its mission to care for each patient's mind, body and soul.

### *What do Volunteers Do?*

- Comfort and encourage our patients
- Assist staff on nursing units
- Escort patients and visitors
- Assist with general office duties
- Serve with joy, caring and enthusiasm

### *What is expected of a Volunteer?*

- Successfully pass a Drug Screen and Background Check.
- Wear the provided smock or vest when volunteering.
- Arrive on time for your assignment.
- Call in when absent. Prearrange time off when necessary.
- Adhere to hospital policies, procedures and operations.

### *What Are the Rewards for Volunteering at LifeCare Hospitals of Fort Worth?*

- The satisfaction of doing something for others
- The opportunity to share your expertise and learn new skills
- Making a difference by serving our community
- The enjoyment of making new friends and having fun!

### *How Do I Become a Volunteer at LifeCare Hospitals of Fort Worth?*

- Complete and mail the attached application form to LifeCare
- Meet with the volunteer services coordinator to discuss your interests and availability

Join us as a volunteer at LifeCare Hospitals of Fort Worth. For more information, please call Volunteer Services at 817-222-8370 or 817-370-6078, Ext 556.

**Volunteer at LifeCare Hospitals of Fort Worth!**



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# Volunteer Services Application

PLEASE PRINT (CIRCLE CORRECT SALUTATION)

Dr Rev  
Mr Ms  
Mrs Miss \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ LAST FIRST MIDDLE City \_\_\_\_\_ Zip \_\_\_\_\_

Occupation \_\_\_\_\_ Employed By \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Cell Phone or Pager \_\_\_\_\_ Birth Month and Day \_\_\_\_\_

E-Mail \_\_\_\_\_  Over age 18?  If not, over age 14?

Spouse's Name \_\_\_\_\_ Work Phone \_\_\_\_\_

In case of emergency, notify \_\_\_\_\_ Relationship to you \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Physician Name \_\_\_\_\_ Office Phone \_\_\_\_\_

Address \_\_\_\_\_ Fax Number \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

**Adult Personal References (NO RELATIVES)**

Name \_\_\_\_\_ Years Known \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Years Known \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Years Known \_\_\_\_\_ Phone \_\_\_\_\_

Have you ever been convicted of, been given probation or deferred adjudication in lieu of sentencing, pled no contest for any offense other than minor traffic violations or are you charged with an unresolved criminal charge? (Are you charged with a crime that has not yet resulted in a plea of guilty, court trial, deferred adjudication or dropping of the charge?)

Yes  No If yes, please explain fully on a separate sheet of paper. Please tape or staple paper inside application.

Area(s) in which you're interested in volunteering \_\_\_\_\_

Foreign language(s) spoken \_\_\_\_\_

I agree to give regular and dependable service to LifeCare Hospitals of Fort Worth.

Signature \_\_\_\_\_ Date \_\_\_\_\_

SIGNATURE OF PARENT OR LEGAL GUARDIAN IF APPLICANT IS UNDER 18 YEARS

*The application process includes a personal interview, drug screen, background check, vaccination check and TB test. Upon acceptance, you will attend a general orientation and receive training to enable you to efficiently perform your duties as a volunteer. It is expected that volunteers will comply with hospital and department policies and guidelines. Mail application to Volunteer Services, LifeCare Hospitals of Fort Worth, 6201 Overton Ridge Blvd, Fort Worth TX 76132 or fax to 817-370-0276 or email to [juanita.cisneros@lifecare-hospitals.com](mailto:juanita.cisneros@lifecare-hospitals.com).*

## Volunteer Application and Orientation Information

We are very happy you are applying or have applied to become a Volunteer at LifeCare Hospitals of Fort Worth. We are certain you will enjoy the opportunity to serve our community and be a part of a unique healthcare facility that provides extended acute care to our patients. We are sure you have questions about the application and orientation process and have put this information together for you.

### **Step 1: Interview**

- After submitting your application, set up an interview with the Volunteer Coordinator (817-222-8370).
- At this time we will discuss your areas of interest and complete the forms necessary to begin your screening process.

### **Step 2: Background Check and Drug Screen**

- **Background Check**
  - A background check is done on all volunteers in order to ensure safety to our patients, visitors and employees.
  - The information you provided on our application and during the interview is used as the basis for the background check.
  - The background check can take up to a week or longer.
- **Drug Screening** (By appointment only)
  - A drug screen is done on all volunteers in order to ensure safety to our patients, visitors and employees.
  - You will be required to go to CareNow (located at 7400 McCart Avenue, Fort Worth TX 76133) to submit a urine drug screen sample.
  - Please be aware that the drug screen includes a nicotine screening.
  - The Drug Screen result is usually returned to LifeCare in 3-4 days.
  - When both reports are returned, we will notify you.

### **Step 3: Employee Health Screening**

- Bring a copy of any TB test you received within the last year. If you have not had one in the last year, the Employee Health nurse will provide one for you.
- Volunteers are expected to receive a flu shot during flu seasons. This is a free service provided by the Employee Health department.

### **Step 4: Orientation**

- Your Orientation Day will be arranged by the Volunteer Coordinator.
  - Attend a full day (8am-4:30pm) Orientation held at the LifeCare Hospitals of Fort Worth campus.
  - Complete an on-line orientation program.

### **Step 5: Assignment and Training**

- You will be given assignments based on your interests and hospital needs.

## Volunteer Application and Orientation Information

- You will be given instruction, training and a competency check that will enable you to perform your assignments.
- An annual competency check will be conducted.
- A log of volunteer hours worked will be kept.
- If you have any questions regarding your assignment, the department manager or supervisor will assist you. Any other questions, should be directed to the Volunteer Services Coordinator.

### **Other Information**

- **Dress Code**
  - Regular street clothes and business casual clothes may be worn. Flip flops, open-toed shoes or sandals are not allowed. Tennis shoes may be worn.
  - Wear the Volunteer smock or jacket provided when volunteering.
  - Wear your nametag at all times when volunteering.
- **Parking**
  - You may park in any of employee parking spaces available.
- **Expectations**
  - Donate at least four (4) hours a week.
  - Arrive on time for your assignment.
  - Call in when absent. Prearrange time off when necessary.
  - Adhere to hospital policies, procedures and operations.

There is a process to becoming a Volunteer! Take some time to review this information and make an informed decision. If you have any questions, call Juanita Cisneros at 817-222-8370. Please leave a message with your name and number if Juanita does not answer.

If you do not hear back from us within a week, please call again. We do not want to miss the opportunity to have you volunteer at LifeCare Hospitals of Fort Worth!