



Valley Baptist
Volunteer Services



Valley Baptist Medical Center-Harlingen and Valley Baptist Medical Center-Brownsville Auxiliaries are a group of hospital service volunteers whose mission is to provide dedicated, caring service to patients, visitors and staff; take responsibility for job performance; promote good community relations; and provide continuing financial support to Valley Baptist Medical Centers. The Auxiliaries will endeavor to promote self-esteem, develop lay leadership, and provide Christian fellowship to all members.

VBMC's comprehensive array of services provides a diverse range of hospital volunteer opportunities. Duties range from office work to delivering patient items to driving a golf cart. On average, most volunteers work one-half day a week. However, there are many options available if you have fewer, or more, hours available to give.

Volunteer Positions

Most positions are available Monday to Friday during the day with some also available on weekends and weekday evenings.

- **Business Office/Guest Registration** (Old Admin. Building) - Combined job of filing patient business records; working with patient accounts, computer entry responsibilities if volunteer desires to do computer work.
- **Crafts** – Design and make patient tray favors (booties, pillows, stuffed animals); make baby caps; make gift items for volunteers and Gift Shop.
- **Courtesy Shuttle** – Drives golf cart in designated parking areas, bringing patients, visitors and employees to and from parking area.
- **Diabetes Management Center/Education** – Receptionist type duties; maintain literature in Training Center; clerical duties. Assist Educators with projects, events and as needed.
- **Endoscopy Center**- Greet patients, escort to their room, give them gown; clerical duties (AM only).
- **EKG** – Taking EKG reports to units and place on patient charts. Mornings only.
- **Emergency Department** – Stock areas; run errands; patient/staff liaison; assist staff as needed.
- **Emergency Reception** – Serve as a liaison between guests and staff; assist patients, guests and staff as needed; clerical duties as needed.
- **Employee Health Management** – Data entry work (optional); filing of employee medical records, charts, etc...; run errands throughout campus.
- **Gift Shop** – Retail gift shop functions; stock merchandise; clean display towers/shelves as needed; use of point-of-sale system (cash, credit card and payroll deduction handling); training provided.
- **Home Health** – Assist staff with filing, compiling patient charts, photocopying, answering telephones as needed; run errands throughout campus as needed.
- **Information Desk** – Assist guests, answer telephone calls; deliver flowers and mail to patient rooms; deliver charts and other information to nurses' stations and departments; work in Professional Building Lobby area; escort patients/visitors; general errand running. Must be able to do lots of walking and push wheelchairs and communicate well with guests and staff.
- **Labor & Delivery** – Assist staff with patient visits; screen guests at security door; answer telephones; run errands throughout hospital; other duties as assigned.

- **Medical Staff Services** – Clerical work; occasional telephone answering and other errands. All-sitting jobs available; also walking jobs (delivering/picking up charts to units); handle requests for hospital ID badges (training provided).
- **Medical Surgical General** – Assist staff with compiling patient charts, compile training packets; assist staff with patients (optional) and other duties as needed.
- **Newborn Nursery** – Feed, bathe, change, rock babies. When not busy with babies must be willing to help staff with general errands, paperwork.
- **Pharmacy** – Unpack ordered items; stock shelves; mark prices; general errands; some filing.
- **Outpatient Services** – General office duties; faxing; patient reception; some telephone; escort patients to other departments on campus.
- **Outpatient Lab** – Assist Lab Technician with duties that include compiling patient charts; running errands and assisting other staff with expediting patient charts.
- **Pastoral Services**- Hands on ministry program, additional interview & training required.
- **Pediatrics** – Visit patients and parents in rooms; supervise, read, play and color with children. Make sure room are kept clean and picked up after visit.
- **Radiology** – Clerical duties that include filing, answering telephones, compiling patient charts; data entry; run errands throughout campus.
- **Rehabilitation Services** – Assist department staff with daily chores such as setting up areas/equipment to be used by patients, run errands, clerical work, and some cleaning of equipment as needed.
- **Short Stay Unit** – Assist patients in wheelchairs during discharge by walking them to Main Lobby
- **Silk Flowers** – Create silk flower arrangements for Gift Shop.
- **Speech Pathology** – Assist Speech Pathologist with daily visits to patients in-house; set-up cart for therapies; clerical duties as needed.
- **Surgical Waiting Room** – Handle waiting room; act as liaison with patients, admissions and staff. Some escorting of patients. Have own telephone.
- **Visitor Control (As Needed)** – Work with Volunteer Services employee handing out visitor cards and assisting incoming visitors/vendors. Bilingual not required.
- **Volunteer Services** – Stuff envelopes, assist with mail-outs, run errands throughout campus and other duties as assigned.

Application Process

We recommend calling Volunteer Services-Harlingen or Valley Baptist-Brownsville before completing a volunteer application. An interview will help you determine where you would like to donate your hours. To obtain an application, please do one of the following:

1. Receive an application by fax, mail, or E-mail
2. Pick up an application in person from Volunteer Services

Once volunteer application is complete return it to Volunteer Services along with two references. Provide an updated immunization record; submit to a Tuberculosis Test; complete an orientation about hospital policies and program procedures; commit to a minimum of four-and-a-half hours each week for at least 100-hours; adhere to uniform and dress code policy and complete a criminal background investigation.

Student Volunteer Program

Valley Baptist offers a year round student volunteer program. Candidates must be between 14 and 17 years old to volunteer. During the school year, student volunteers work one day a month on a weekend. During the summer, student volunteers work during the week and on weekends. They are required to work a minimum of one day a week. Applications for the summer program are accepted until April 15th. Applications for the weekend program are accepted at any time. All applicants must complete the application process.

Uniforms

All volunteers wear the volunteer uniform. Shirts and coats are available from the Volunteer Office at cost. Pants and tennis shoes complete the uniform.

Please note that while a position might be open for recruitment one day, it might be closed on another. It cannot be predicted which departments will have openings during any given week or season.

Contacts

Valley Baptist Medical Center-Harlingen
Diana Ikerd, Director of Volunteer Services
(956) 389-1193
Email - diana.ikerd@valleybaptist.net

Valley Baptist Medical Center-Brownsville
Manuel Chacon, Coordinator of Volunteer Services
(956) 698-4059
Email - manuel.chacon@valleybaptist.net

Links



[Online Gift Shop](#)

Student Volunteer Application

Valley Baptist Medical Center
1040 W Jefferson
Brownsville, Texas 78520
698-409 or 698-5583

Date _____

Name _____ SS # _____

Mailing Address _____
City _____ State _____ Zip Code _____

Local Phone Number _____ Cell Phone Number _____ Email Address _____

Parents' (or Guardians') Name _____

Mother's Place of Employment _____ Phone _____ Cell Phone _____

Father's Place of Employment _____ Phone _____ Cell Phone _____

Emergency Contact _____ Relationship _____ Phone _____ Cell Phone _____

Date of Birth _____ Name of School Attending _____ Year of Graduation _____
(Min. age is 14yrs old) month /day/ year

Special Training, Skills or Interests _____ Foreign Language Yes No If yes, list language _____

Are you a trained typist? Yes No If yes, are you interested in typing or other office work as part of your volunteer assignment? Yes No

ATTACH two (2) letters of references from ADULTS not living with you (teacher, counselor, etc)

How did you learn about the volunteer services at the medical center?

School _____ self interest _____ other volunteer _____ newspaper article _____ recruitment event _____ other _____

Do you have any physical handicaps or limitations which would require an accommodation to allow you to perform volunteer duties? Yes No

If yes, explain _____

Volunteer Preferences: Patient Contact Nonpatient Contact Clerical Other

Area of Interest _____ Reason for Volunteering _____

What shift do you prefer? Morning (8:00a.m.-12:30 p.m.) Afternoon (12:30 p.m. – 5:00 p.m.) All Day (8:00 a.m. - 5:00 p. m.)

List day of the week you can work *regularly* during the Summer Program _____

Are you available for Saturday or Sunday during the school year? Yes No If yes, which day(s) Saturday Sunday

PLEASE READ

After your application has been reviewed, a personal interview will be arranged. If accepted, you will be required to complete an orientation and in-service training program especially planned to equip you to discharge your duties efficiently as a volunteer worker. Following satisfactory completion of this training, you will be given a weekly assignment. Volunteers furnish their own uniform according to the VBMC Dress Code (see Dress Code Policy Attached)

I hereby give permission for my son/daughter to join the Student Volunteer Program at Valley Baptist Medical Center, and to work in whatever services he / she is assigned. I recognize the responsibility of the organization and will cooperate with my child to comply with hospital regulations, which include providing my son/daughter with transportation and seeing that he/ she faithfully fulfills the scheduled assignment.

IF ACCEPTED:

- I agree to abide by the rules and regulations of the Volunteer Service Department of Valley Baptist Medical Center.
- I agree to work a minimum of one (1) shift of 4 ½ hours per *week* for a period of six (6) weeks during the summer program.

OR

- I agree to meet the minimum shift requirements for the August-May school year program.

Signature of Student Volunteer

Signature of Parent or Guardian

Date Received _____