



**INFORMATION FOR PEOPLE SEEKING VOLUNTEER WORK AT
MURRAY MALLEE COMMUNITY HEALTH SERVICE OR
MURRAY BRIDGE SOLDIERS' MEMORIAL HOSPITAL**

Thank you for your interest in volunteering with us. The following is our procedure for volunteer recruitment. We welcome involvement of community members in our activities and value the contribution volunteers make to the services we provide. We will do our best to find a role for you, which matches your skills and interests. However, there may be times where this is not possible. If you have any questions please call the Volunteer Coordinator on 8535 6800. Please note: all prospective volunteers are required to undergo a National Police Check. Contact the co-ordinator for further information.

1. Persons inquiring about or seeking volunteer work at MMCHS/MBSMH are referred to the Volunteer Coordinator. An application is sent out, including a National Police Check form.
2. Once completed the application form is returned to the Volunteer Coordinator in the reply paid envelope supplied.
3. An informal interview is arranged by the Volunteer Coordinator. Another staff member may also attend if appropriate, eg Day Centre Coordinator if the person is specifically interested in this area. At interview the applicant is required to demonstrate that they possess appropriate skills and abilities for a role with our organisation.
4. Referees may be contacted and asked appropriate questions regarding the suitability of the applicant for a role at MMCHS/MBSMH.
5. Volunteer Coordinator seeks an appropriate role for the applicant following Police clearance and referee checks. Please understand that sometimes we may not have a role for you immediately. If we have nothing suitable we will try to suggest other volunteering opportunities in the community.
6. Volunteer Coordinator arranges an orientation session where the following happens:
 - Volunteer Orientation Manual is provided to the volunteer.
 - A tour of the Health Service and/or hospital is conducted.
 - Non Public Sector Employee Vehicle Driver Use Agreement form signed by Volunteer if they will be driving a fleet car or Day Centre Bus.
 - Confidentiality Agreement from signed by the volunteer and witnessed
 - Information is provided about training opportunities and support for volunteers
 - Photograph is taken for identification badge.
7. You are then registered as a volunteer and can commence work. Specific training and orientation to the area you are placed in may be organised for you by staff working in that area. You will be invited to appropriate volunteer training opportunities and volunteer recognition events, end of year celebrations etc. Volunteer meetings take place where you will be able to discuss your concerns and network with other volunteers in the organisation, and you are free to contact the volunteer co-ordinator at any time.

Thank you again for your interest in volunteering at Murray Mallee Community Health Service/Murray Bridge Soldiers' Memorial Hospital.