

Frequently Asked Questions: Caring Teen Summer Volunteer program

Application:

How will I know if I've been accepted into the program?

Applicants will be notified by email regarding acceptance or rejection into the program by **Friday, March 24th, 2017 at 5:00 pm.**

Am I automatically accepted, if I apply?

No. Due to the onboarding costs incurred by the hospital for each teen applicant, we have an extensive application screening process. Our program is extremely competitive. An application does not guarantee placement in the program.

What are the delivery methods for the application? (Please do not fax**)**

The application can be delivered by the following methods:

Hand Deliver

Houston Methodist Hospital,

6565 Fannin Street, F127

Houston, Texas 77030

Volunteer Services Department

Ask for written receipt.

Mail

Attention: Caring Teen Summer 2017

Houston Methodist Hospital

6565 Fannin Street, F127

Houston, Texas 77030

Item must be postmarked before Friday, March 3rd

Email

mlinkhart2@houstonmethodist.org

Subject: Caring Teen Summer 2017

I am missing one or more documents, will you accept my application?

No, only complete applications will be accepted. Incomplete applications will not be considered. Please read all instructions and requirements and follow carefully

Who can fill out the recommendation form?

The recommendation must be from a high school counselor or teacher.

Onboarding:

Will I need to miss school for the onboarding requirements?

Yes, it is a possibility that you will. Although, you can schedule during any school breaks. The health screen appointments for the TB skin test and drug test are available during business hours: Monday, Tuesday, Wednesday, and Friday 7:30am-3:00pm. Your first initial appointment will be for the first visit where you will complete a drug test and receive a TB injection and flu shot. Two – three days later you will return for a second visit to have your TB reading. Limited after hour's appointments will be available on specific dates.

Will students be able to receive a school excuse letter?

Yes, it is the student's responsibility to request a letter at the time of the appointment.

What is the onboarding process to become a Caring Teen volunteer, if accepted into the program?

1. The first requirement will be a pre-screen phone call with the teen's volunteer coordinator. If accepted into the program, the teen will be contacted by email to schedule a pre-screen phone call.
2. The second requirement will be a completion of a health screen appointment, where the teen will complete a TB skin test and pass a drug test. A second TB skin test is required, and must be completed within 14 days after your volunteer start date. This appointment is available at no charge to the teen. The health screen appointment will be scheduled during the pre-screen phone call.
3. The third requirement consist of attending a new volunteer orientation. Uniforms will be available for purchase at orientation (\$25). Multiple orientation dates offered in the evening time or on weekends will be available for each summer session. The new volunteer orientation will be scheduled during the pre-screen phone call.
4. The fourth requirement will consist of a new volunteer training, where the teen will be trained on volunteer policies.
5. The fifth and final requirement will consist of passing a background check. The background release form (Pre-Employment Disclosure & Authorization Form) will be provided in the application.

Is a second TB skin test required?

Yes, unless the student has received a blood test. The second TB skin test will need to be completed within 14 days after the volunteers start date.

How will I know if I need a TB blood test?

A TB blood test will be required for those with history of positive TB and/or if you were born in a country that required a BCG vaccine. Please note: If you require the TB blood test, you will be asked to return Monday-Friday to have it drawn during business hours, 7am-3pm.

Assignment:

When would I volunteer?

There are volunteer assignments offered during business hours, Monday-Friday 8am-5pm. We also have limited assignments available on the weekends and during the evening, but are limited. The typical shift times are: 8am-12pm, 12pm-4pm, or 4pm-7pm, with some room for flexibility.

What if I have a vacation planned and need to miss my volunteer shift?

You will need to make up the time missed to be in compliance with the minimum hour and weekly commitment. You will be responsible for notifying your mentor and volunteer coordinator one week in advance.

What if I am absent for my volunteer shift?

It is your responsibility to notify your mentor or supervisor in your assigned area if you are going to be late or cannot make your scheduled shift. You are not required to report to duty on days employees are not required to work (i.e. holidays). However, if you need to complete your service hours, check with your area of service to ensure your department will be open.

Houston Methodist Hospital observes the following holiday:

- Tuesday, July 4, 2017-Independence Day

Is there an opportunity for the teen to shadow a doctor or nurse?

No, there is no opportunity for the teen to shadow a doctor or nurse.

Can I change my assignment if I don't like it?

Yes, if for any reason you do not like your assignment or schedule please notify your volunteer coordinator.

General:

Who is the volunteer coordinator for the Caring Teens program?

The volunteer coordinator for the Caring Teens program is Marissa Linkhart, she can be contacted at minkhart2@houstonmethodist.org.

Will students be able to receive a school excuse letter?

Yes, it is the student's responsibility to request a letter at the time of the appointment.

How many teen volunteer positions are available?

There are 130 teen volunteer positions available for the summer of 2017.

Is there a time commitment for the program?

There is a 50 hour minimum requirement and 4 week commitment for the Summer 1 and Summer 2 program. For both sessions, there is a 70 hour minimum requirement and a 6 week commitment.

Is there a dress code?

Yes, the teen volunteer uniform is a blue shirt with khaki, blue, black or brown pants and CLEAN closed toe shoes. Teen volunteers who show up for their shift out of uniform (i.e. shorts, short skirts, blue jeans, denim, flip flops, sandals, capri pants, athletic wear and open toed shoes) will not be able to volunteer and will be asked to go home. Volunteers must wear a volunteer I.D. badge so that patients and staff may identify them. Uniforms are purchased at the time of orientation for \$25.00.