

## An Introduction to Volunteering at Arnprior Regional Health

Thank you for considering becoming a volunteer with Arnprior Regional Health. Our volunteers play a key role in helping us fulfill our vision of working together to create a healthy community.

### What types of activities do volunteers do?

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There are many ways that you can make a difference, such as:

- **At the Opportunity Shop:** help sort and organize donated clothing and household items donated
- **At the Hospital:** help out in our Gift Shop or support patient care by bringing water to patients, helping to transport patients (portering) to appointments within the Hospital, or assisting with recreational activities
- **At the Grove Nursing Home:** assist with resident activities like serving cake and tea at the monthly birthday celebration, assisting with fun and fitness, helping residents at meal times or visiting with residents
- **At the Seniors Active Living Centre (Community Program):** assist with programs and memberships, answer questions from clients, provide light reception and cleaning duties, helping with special events

### What is the time commitment expected from volunteers?

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The hours that you're able to contribute and the days you'd like to volunteer are entirely set by you. Whether you're available once a month, once a week or during certain seasons, all volunteer hours are appreciated, valued and important. We're happy to work with you should your availability change at any time. **Note that a majority of our volunteer programs run mornings and afternoons, Monday to Friday. A minimum of 24 hours is required April 1<sup>st</sup> through March 31<sup>st</sup> every year.**

### I want to become a volunteer. What do I need to do?

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1. Complete a **Volunteer Application Form** (enclosed).
2. Have two references complete a **Written Reference Check form** (enclosed).
3. Complete a **Vulnerable Sector Check form** and submit the form to the OPP detachment where you live. This process is free of charge for volunteers. As this can take anywhere between 1 to 3 weeks to process, the earlier you can start this, the better. If you already have one completed we will accept it as long as it is dated no more than 6 months from your anticipated start date and as long as it is a vulnerable screen. If it doesn't meet these two criteria, a new one will need to be processed.  
  
The form can be downloaded from the OPP website. Copies can also be picked up at the Opportunity Shop, the Hospital gift shop or at the Grove Nursing Home. You can also call 613-623-3166 x 222 or email [volunteering@arnpriorhealth.ca](mailto:volunteering@arnpriorhealth.ca) to request a copy.
4. Contact your family physician to obtain a copy of your immunization records and 2-step TB testing results. *This is required for all volunteer placements with the exception of the Opportunity Shop.*
5. Once steps 1 through 4 have been completed, please contact Human Resources by email [volunteering@arnpriorhealth.ca](mailto:volunteering@arnpriorhealth.ca) or by telephone 613-623-3166 x 222 to schedule an appointment.

**It is important to note that prior to commencing any volunteer placements at the Hospital, the Grove or Community Programs (Opportunity Shop excluded) a mandatory 4-hour orientation session is required. We offer these sessions once per month at the Hospital (always held on a Monday from 8:00am-12:00pm). Please inquire about one of our upcoming sessions so we can get you scheduled in advance.**