

UNC Rex Healthcare
Volunteer Onboarding Process

Please take a moment to read carefully before applying as a volunteer

1. Volunteer fills out the application online at <https://www.rexhealth.com/rh/volunteer/adult-volunteers/> ***PLEASE FILL OUT THE APPLICATION ENTIRELY***
 - a. Please note that we run a reference check. Applicants should provide a valid email address for the references of their choice on the application. We will send a brief electronic form via email for the reference to fill out and return.
 - b. In addition, a standard background check is required. This will be completed at the time of the meeting/interview.
 - c. Certain vaccinations are required for volunteers. The *temporary* abbreviated policy requires that volunteers submit proof of COVID vaccination and flu vaccination (*seasonal*). Full vaccination records (*including MMR, Varicella, and Tdap*) are preferred but not required at this time. A clear photo sent via email will suffice. Vaccination documentation must be submitted before or at the time of the meeting. ***(Please note that the temporary policy may change. If so, the volunteer will be required to visit Employee Health for a health screening during the initial meeting. Tb skin tests or TbGold blood tests will be required and are done free of charge through Employee Health. Volunteers who do not have documentation of MMR, Varicella, and Tdap vaccines will have titers drawn at the meeting free of charge.)***

2. Once the application is submitted, we will process the application and a coordinator will contact the applicant for a meeting/interview to onboard them as a potential volunteer. The meeting will last approximately 45 minutes. We ask that applicants please be patient. During certain seasons, our office sees a large influx of applications.
 - a. Contingent upon the meeting, the volunteer's uniform shirt, volunteer assignment, and a position description will be provided at the meeting's conclusion. A coordinator will later contact the volunteer with a start date and further instructions once the volunteer is cleared in our system.
 - b. All volunteers will receive a volunteer badge. Volunteers will be asked to submit a photo of themselves once a coordinator has contacted them. The volunteer's badge will be provided on their start date.
 - c. All volunteers are required to complete *annual* online training modules before they can begin volunteering. Applicants may be given the option to begin the trainings before their initial meeting. ***Please note that completing the trainings does not guarantee a volunteer position.*** If applicants do not receive the trainings beforehand, a coordinator will provide additional information on this at the meeting.

3. WELCOME TO REX! We are happy to have you as a part of our TEAM!
 - a. On their start date, volunteers should report to the Volunteer Services office where they will be shown our timekeeping procedure. Volunteers should dress business causal and wear their volunteer shirt (*unless not required by their program*).
 - b. The volunteer will be shown to their assignment area and be introduced to staff where they will begin their volunteer service! 😊