SALEM FREECLINICS

bringing hope and health to our community…

Dear Interested Volunteer,

We are happy you are considering becoming a part of the team at Salem Free Clinics! If not for caring individuals like you, we couldn't deliver vital medical care to the uninsured in our community. We want to you to have a great experience as a volunteer with us. Below you will find helpful information and next steps as you consider if this is a good fit for you at this time:

- A regular commitment of at least once a month is necessary to be an active volunteer with our clinic.

- We invite you to an informational meeting and tour of the clinic prior to processing your application. Informational meetings are available Fridays at 1pm or 2pm and generally tae 30 minutes. To schedule, please contact Jennie Pino at jenniep@salemfreeclinics.org or call 503-990-8772 ext. 3. Other meeting times are available if Fridays don't work for your schedule.

- A current TB test is required within the past 9 months prior to the application being submitted. You may want to utilize the services of our partners at Salem Occupational Health, located at 1880 Lancaster Dr. NE, Suite 102. The test will only cost you $2.50 provided you bring your application or this cover letter with you as proof you are are an SFC volunteer. Testing is available on a walk-in basis Mondays through Wednesdays, as well as Fridays. For more information, call Salem Occupational Health at (503) 362-5242. This process will require two visits and you will be given paper results to include with your application once you have completed the second visit within the required time frame.

- Prior to submission, please make sure all the application is filled out completely and that signatures are included where needed.

Once your completed application is received, you will be contacted by staff within about two weeks to inform you about what the next steps are to become a volunteer, as well as what days and shifts you are available for the role you are interested in. Please note that if you are interested in volunteering with our partner site in Dallas, you can check the box on the application and we will direct your application after you complete New Volunteer Orientation (NVO). NVOs generally take place on the 1st Thursday evening of the month from 5:30-7:30.

Thank you for taking the time to consider joining this excellent volunteer team that works diligently to meet needs in the lives of our valued community members. Our clinics are volunteer run, so we wouldn't exist without people like you! We count ourselves fortunate that you would consider sharing your time and talent at Salem Free Clinics. For any questions, contact Jennie Pino, Volunteer Coordinator at jenniep@salemfreeclinics.org, or call 503-990-8772 ext. 3. I look forward to meeting you!

Sincerely,

Jennie Pino
Volunteer Coordinator

Volunteer Position: _____.

Where are you interested in volunteering?
☐ Broadway (main location)
☐ Polk Community Free Clinic – Dallas, OR

SALEM FREE CLINICS
1300 Broadway NE #104, Salem, OR 97301
Phone: 503-990-9772
Fax: 503-990-8774
www.SalemFreeClinics.org

NVO date: _____.

Volunteer Application – Other Professionals

(RN, LPN, Medical Assistant, etc.)

The Salem Free Clinics (SFC) exists to provide quality health care at no cost to the poor, the uninsured, and the underinsured children and adults in our community as an expression of Christ's love.

GENERAL INFORMATION:

Name: _____ Date of Birth: _____

Address: _____ City _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

Employer: _____ Address: _____

Job Title: _____ Years Worked: _____ Work Phone: _____

Job Duties: _____

EMERGENCY CONTACT INFORMATION:

Spouse (if married): _____ Phone: _____

Other Contact Name: _____ Relationship: _____

(H): _____ (C): _____ (W): _____

BACKGROUND INFORMATION:

In what other organizations have you served as a volunteer?

Have you ever been convicted of a crime? ☐ No ☐ Yes
If yes, please explain:

VOLUNTEER INFORMATION:

How did you hear about SFC?

Are you affiliated with a faith community? ☐ No ☐ Yes If so, Where:

Do you speak another language? ☐ No ☐ Yes If yes, what language(s):
Are you willing to be an interpreter? ☐ No ☐ Yes

CREDENTIALING INFORMATION:

Have you had any malpractice claims against you in the past 10 years? ☐ No ☐ Yes
If yes, please explain:

Are you a: ☐ RN ☐ LPN ☐ Med Assistant ☐ Dental Hygienist ☐ Dental Assistant
☐ Other: (please list)

School Attended: _____

Address: _____ Date of Graduation: _____

Please attach copies of:

☐ License for your professional area of certification

☐ Drivers License or other government issued photo ID

☐ BLS, ACLS, PAL's or other accreditation

NOTE: Processing your application through the Federal Tort Act Coverage of Free Clinic Volunteer Health Care Professionals (malpractice insurance) may take up to four (4) weeks. Please be patient. We will let you know as soon as all the information has been returned to us. You can certainly volunteer in your designated capacity until it come in if you choose.

REFERENCE INFORMATION:

List two people that you know that meet the following criteria:

1. They are over 18 years old and are <u>not related</u> to you.
2. Have known you for more than 1 year.
3. Has a definite knowledge of your character.

Name: _____ Nature of association: _____

Occupation: _____ Length of time known: _____

Address: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Work/Cell Phone: _____

Name: _____ Nature of association: _____

Occupation: _____ Length of time known: _____

Address: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Work/Cell Phone: _____

The information I have provided may be verified, if necessary, by contacting persons or organizations named in this application, or by contacting any person or organization that may have information concerning me, or by conducting a criminal background check. I hereby release and agree to hold harmless from liability any person or organization that provides information. I also agree to support Salem Free Clinics mission, values, policies and procedures. In signing this agreement I recognize that I am putting myself under the authority of the SFC Board of Directors and leadership of the clinic.

Signature: _____ Date: _____

TB Screening & Hep B Vaccination

A PREREQUISITE TO THE PROCESSING OF THIS APPLICATION IS THAT YOU HAVE COMPLETED THIS FORM AND ALL THE SCREENINGS/VACCINATIONS AS INDICATED BELOW.

As part of the TB Screening & Hep B Vaccination policy of Salem Free Clinics the following are the requirements for each type of application (please check the box that applies for your application):

Other Professionals/Providers and all staff working in dental: TB test that is current within 9 months of this application and completion of the Hep B information below.

☐ I certify that my PPD skin test was **negative** as of _____ (date performed). I currently have no symptoms of active TB disease. (Attach test information with application.)

☐ I certify that I am PPD skin test **positive** and have had (or am currently undergoing) appropriate evaluation and/or treatment for my positive skin test. I currently have no symptoms of active TB disease.

☐ I certify that I have been vaccinated for Hepatitis B. The series of three injections was completed on or about _____. (Date or approximate date of completion.)

☐ I am in the process of having the Hepatitis B series of three injections completed. The anticipated date of completion is _____. (Provide verification to clinic when completed.) I understand that I cannot have direct patient care until this process is completed, but can work behind the scenes work in the clinic on non-clinic days.

☐ I have not had the Hepatitis B series of three injections and choose not to participate in the treatment series.

_____ _____

Signature Date

_____

Printed Name

CRIMINAL HISTORY SCREENING CONSENT FORM
Staff and Volunteers

INSTRUCTIONS:

Please answer all questions on this form. Do not leave any areas blank. If information requested does not apply to you, write "NA" for not applicable or the word "none."

By providing your social security number, we will use it to ensure that we do not misidentify you. *Giving your social security number on this form is voluntary.* If for any reason we are unable to complete this background check, we may ask you to provide additional means of identification. Your social security number will be used only as stated above. State and federal laws protect the privacy of your records.

COMPLETE THE FOLLOWING INFORMATION: (please print clearly)

Print Name: _____

Date of Birth (MM/DD/YR): _____ Gender: ☐ Female ☐ Male

Social Security/Resident Alien Number (OPT.): _____ Place of Birth: _____

Address: _____

Street City State Zip

How long have you lived in Oregon (in years)? _____

If less than seven (7) years, list all states where you have previously lived and during which years:_____

_____

Maiden/all other names previously used: _____

Authorization to Release Information
(Release from Liability and Waiver)

To any law enforcement agencies, civil records authorities and SFC: I authorize you to release to SFC any and all information and civil or criminal records naming me, including all entries where I am named as being arrested, as a suspect, as being cited for any crime, violation, infraction or offense, or as otherwise involved or named in any report by any member agency of your organization.
The information that I have provided is accurate to the best of my knowledge and may be verified, if necessary by contacting persons or organizations named in this application, or by contacting any person or organization that may have information concerning me, or by conducting a criminal background check. I hereby release and agree to hold harmless from liability any person or organization that provides information. I also agree to hold harmless SFC and employees and volunteers thereof.

Applicant Signature: _____ Date: _____

Please do not submit this document electronically. Print it off and mail it to the address located at the top of the application or deliver in person to the clinic with your signature.