

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.
 - 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 to us.
 - 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. Volunteers are required to complete a health assessment through Volunteer Services and the Employee Health Services team (at the initial meeting). To volunteer, candidates must have the following vaccinations: Tuberculosis (TB) screening, Measles, Mumps, & Rubella (MMR), Varicella (Chickenpox), Tetanus, Diphtheria, & Pertussis (Tdap), and Seasonal Influenza (if you are volunteering Sept – April). Covid-19 vaccinations are not required; however, we ask for documentation if you have received the vaccine. A clear photo sent via email will suffice for submitting documentation. Vaccination documentation must be submitted before or at the time of the meeting. Please note that if you are unable to locate your complete vaccination history, our Employee Health Services/Lab will provide a titers blood draw to check for immunization free of charge. In addition, if the candidate does not have a TB screening within the past year, our Employee Health Services/Lab will provide a screening free of charge.

2. Once the application is submitted, we will process the application and a volunteer manager will contact the applicant for a meeting/interview to onboard them as a potential volunteer. The meeting will last approximately 45 minutes to an hour. We ask that applicants please be patient. During certain seasons, our office sees a large influx of applications.
 - a. The volunteer's uniform shirt, volunteer assignment, position description, and other information will be provided at the meeting's conclusion, if the volunteer is accepted. A volunteer manager 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 volunteer manager 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 volunteer manager 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. In addition, volunteers will have a brief orientation with the program manager before beginning their service. Volunteers should dress business casual and wear their volunteer uniform (*unless it is not required by their program*).
 - b. The volunteer will be shown to their assignment area and introduced to staff where they will be trained and begin their volunteer service! 😊