



VOLUNTEER ON-BOARDING REQUIREMENTS CHECKLIST

Initial On-Boarding Requirements:

- Received an Application Package from St. Joseph's Hospice
 - Filled out the St. Joseph's Hospice Volunteer Application Form
 - Returned completed Volunteer Application Form to the receptionist at St. Joseph's Hospice located at 475 Christina St. N., Sarnia, ON
 - Pending Application Approval, based on organizational needs and capacity, take part in a Screening Interview
 - Once the Screening Interview is complete, the Volunteer Program Coordinator will reach out to:
 - 1.** Have you meet with a specified coordinator or manager, based on the program of interest
- AND/OR:
- 2.** Invite you to a scheduled Volunteer Orientation
 - Complete Volunteer Orientation (after meeting with the Volunteer Program Coordinator/specific coordinators or managers)

Meanwhile, while you are waiting to attend the Volunteer Orientation, there are some other on-boarding requirements that are necessary:

- Obtain a Criminal Record and Judicial Matters Check/Vulnerable Sector Check (You will receive a letter during your screening interview, to take to the Sarnia Police to obtain your check for the volunteer rate of \$11.00)
- Obtain a 2-step TB-Test (If you are interested in volunteering in the Residence and/or direct care)

Upon completion of the Volunteer Orientation, there is further training that will need to be completed:

- Mandatory WHMIS/AODA/Bill 168 Training
- Any further training required for a specified role
- Follow Up with Volunteer Program Coordinator to begin volunteering

**Please note that Amanda, Volunteer Program Coordinator, is here to assist you during the Volunteer On-Boarding Process Requirements and ensuring all are completed.*