

Dear Prospective Volunteer:

Thank you for your interest in volunteering at West Hills Hospital & Medical Center. Our volunteers are a vital part of our winning hospital team. The Volunteer Services Department strives to match your strengths and interests with the needs of the hospital. We always strive to offer you a rewarding experience.

As a WHH&MC Volunteer, you will be provided with a uniform jacket and a free meal for each day that you volunteer. All volunteers are required to have a free of charge Tuberculosis screening, background check, and complete all applicable application paperwork.

When the department is recruiting for open volunteer positions, you will be contacted to set up a phone interview approximately two weeks from the date you submit your application. If selected to move forward with placement, you will be scheduled for an in-person interview with the Volunteer Services Director. As part of your requirements for placement, you will be asked to attend an orientation within in 30 days of the start of your service. You will be given additional training in the specific area role in which you will serve the hospital.

As a new volunteer, we expect you to make a minimum commitment to serve for at least six consecutive months and 100 hours.

Please fill out the enclosed application and mail it back to the Volunteer Services Office and we will contact you. If you have any questions, feel free to call the office at (818) 676-4169 or lisa.nagy@hcahealthcare.com

You can fax to: **(818) 347-4519**

or mail your application back to:
West Hills Hospital & Medical Center
Volunteer Services
7300 Medical Center Drive
West Hills, CA 91307

Thank you again for your interest in the WHH&MC Volunteer Program. We look forward to hearing from you soon.

Best,

Lisa Nagy
Director of Volunteer Services & H2U