

Volunteers -Recruitment HR.V30

Regulation(s): 42 CFR 418.78(c)
L-Tag(s): 645

POLICY: Lifesong Hospice and Palliative Care makes a consistent and concerted effort to recruit qualified, appropriate and competent men and women willing to volunteer their services to the hospice program. Volunteers are selected regardless of race, color, national origin, ancestry, age, sex, religious creed, sexual orientation, or disability.

PROCEDURES:

1. A mailing list is updated on a regular basis to include names of potential sources of volunteers. The mailing list includes names of senior centers, churches, synagogues, community groups, colleges, message boards and social media sites(Craig’s List, Facebook, etc.)and community newspapers.
2. One to two (1-2) months prior to a scheduled volunteer training program, a mailing is sent to the above resources announcing the program and requesting assistance with posting announcements of the training. In addition, press releases are sent to various area publications either electronically, by mail or facsimile.
3. All staff members are aware of their roles in the recruitment of volunteers and as they speak formally and informally to family members, friends, church and community groups they actively seek to promote the hospice’s volunteer opportunities.
4. Family members and other caregivers of the hospice’s patients are encouraged to wait at least a year after the patient’s death before serving as a direct care volunteer.
5. All efforts to recruit hospice volunteers are documented and maintained by the Volunteer Coordinator in the Volunteer Recruitment binder.

Created:	Reviewed:	Revised:	Effective:
8/18	2/19		4/2019
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