



HARRIS HEALTH SUMMER JUNIOR VOLUNTEER PROGRAM

WELCOME TO HARRIS HEALTH

Thank you for your interest in the 2025 Summer Junior Volunteer Program. We are seeking energetic, caring, and helpful high-school-aged volunteers to participate in a six-week, 60+ hour program at our facilities across Harris County. This selective program provides young people opportunities to experience health care careers while serving their community.

VOLUNTEER SERVICES DEPARTMENT

Information Packet Contents

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 - Ambulatory Care Services - Outpatient Clinics
 - Ben Taub Hospital and Ben Taub Tower
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 - Returning Junior Volunteers
- Agreements and Forms for Parent/Guardian Signature



Application Timeline

Monday, February 3: Applications open for all locations

Monday, March 3: Applications close (many sites will fill before this date)

Tuesday, March 18: Signed parent/guardian forms due

Wednesday, March 19: Virtual Information Session (option 1)

Saturday, March 29: Virtual Information Session (option 2)

Friday, April 4: Notification of Acceptance

Friday, April 25: Medical Clearance Deadline

Friday, May 9: Harris Health Mandatory Online Volunteer Training due

Saturday, June 7: New Junior Volunteer Orientation for all participants

Monday, June 16: First day of the program

Onboarding Checklist

- **January 2024:** Review all information provided in this packet. Prepare a list of your preferred volunteer locations and schedule.
- **Monday, February 3:** Apply online at the VSys Volunteer Portal. Click the Junior Volunteer icon to see a list of all available Junior Volunteer spots. You will click on your preferred location and schedule to apply for a specific spot:



QR Code: link to apply online at
www.harrishealth.org/give-hh/volunteer/pages/summer-junior-volunteer-program.aspx



QR Code: VSys Volunteer Portal
Please upload your signed forms here

- **Due Tuesday, March 18:** Upload signed agreements and forms to your VSys Volunteer Portal. (Use the QR Code above to access the portal.)
- **Wednesday, March 19** at 6pm* or **Saturday, March 29** at 10am*: Attend ONE virtual information session. Parent/guardian attendance encouraged.
- **Friday, April 4:** Acceptance emails sent out.
- After acceptance to the program, you may begin gathering medical records and beginning the medical clearance process. You will create a ReadySet account, upload records, and complete the TB questionnaire. Medical records should include:
 - Proof of 2 shots of MMR, or titers showing immunity
 - Proof of 2 shots of Varicella, or a titer showing immunity
 - TDAP – this would usually be administered at age 11 – 14
- After acceptance to the program, you will complete a TB titer – this is a blood test that checks for tuberculosis, not typically given during routine pediatric care. This titer may be obtained (at no cost) through the Harris Health Occupational Health Clinics at Ben Taub and LBJ Hospitals; or you may obtain the titer elsewhere. Instructions for signing up for an appointment at an Occupational Health Clinic will be emailed after the acceptance email. NOTE: A TST or skin test does not meet the requirement.
- **Due Friday, April 25:** All required documents for medical clearance must be submitted.
- **Due Friday, May 9:** Harris Health Mandatory Online Volunteer Training. Instructions to complete training will be sent after medical clearance confirmed.
- **Saturday, June 7** 8am – 12pm*: Junior Volunteer Orientation for all participants will be held at Ben Taub Hospital.

*times will be confirmed at a future date

Program Information

Throughout the summer, special events and field trips will be offered to provide additional experiences for Junior Volunteers beyond their daily responsibilities (dates may be subject to change). Eligible volunteers will receive invitations by email to sign up in advance. Transportation options will be offered for field trips.

Monday, June 16: First day of the program

Thursday, June 19: Federal holiday; no volunteers

Tuesday, June 24: Field trip to Ben Taub Hospital

Wednesday, July 2: Field trip to Fournace Place – Administration and ACS

Wednesday, July 9: Field trip to LBJ Hospital

Friday, July 18: End of Summer Party

Tuesday, July 22: Field trip to Lois J. Moore Center for Nursing Excellence

Thursday, July 24: Last day of the program

Harris Health is organized into multiple 'pavilions', each located in different regions of the county, overseeing care for different groups of patients. Each pavilion has a dedicated Volunteer Manager, and offers unique opportunities for Junior Volunteers.

For more information related to dates of service, shift times, placements, and other details about what is offered at each pavilion within Harris Health, please review the following pages.

Page 4: Ambulatory Care Services – Outpatient Clinics

Page 5: Ben Taub Hospital and Ben Taub Tower

Page 6: LBJ Hospital and The Outpatient Center



Program Information: Ambulatory Care Services – Outpatient Clinics

Volunteer Manager: Kimberly Brown

Program dates: June 16 – July 24

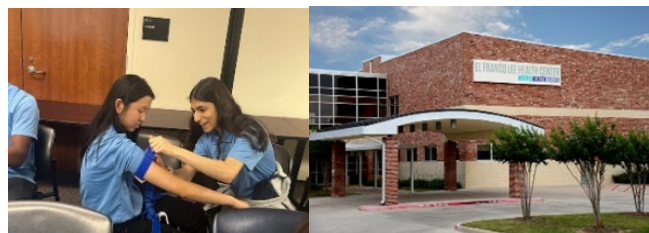
Program hours: 9am – 1pm

Program days: Monday and Wednesday

OR Tuesday and Thursday

ACS Day of Service: Wednesday, July 2

Required number of hours: 50 or more



Day in the Life of an ACS Junior Volunteer:

Harris Health Ambulatory Care Centers (ACS) are located throughout Harris County and provide specialty services to Harris County Residents. Services provided include dental, dialysis, geriatric, same-day, rehabilitation and primary care. There are approximately 18 primary care clinics, 5 Same-day clinics, 15 pharmacies and the HIV/AIDS clinic at Harris Health Quentin Mease Clinic. Please click the link for a list of all locations:

<https://www.harrishealth.org/locations/hhs>

At the start of the program, you will be assigned to a Volunteer Champion who you will report to at the beginning of each shift. The role of Patient Navigator is the primary assignment at all ACS sites. The Patient Navigator is very important task as volunteers are sometimes the first individuals that our patients come in contact with.

Patient Navigators greet incoming patients/visitors, give out information and answer inquiries. This improves our patient/visitor experience by helping them navigate to appointments and visits throughout the facility. Additionally, Patient Navigators may assist patients with accessing their health care information through the Harris Health My Health portal, completing patient reminder calls or other tasks as assigned.

You will also have the opportunity to attend various off campus field trips and activities and support our Days of Service. Too, you may be able to interact with and learn from a variety of physicians and healthcare providers. There will be many opportunities to network and develop professional relationships that could be beneficial in the future.

Volunteering can be very rewarding. We hope to provide you with an experience in healthcare that will be impactful and memorable. We look forward to having you join our team.

Program Information: Ben Taub Hospital and Ben Taub Tower

Volunteer Managers: Kendall Collette and Courtney Hoyt

Program dates: June 16 – July 24

Program hours: 9am – 4pm

Program days: Monday and Wednesday
OR Tuesday and Thursday

Required number of hours: 60 or more

BT Days of Service: Wednesday, July 16
and Thursday, July 17

Address: 1504 Taub Loop, Houston, TX 77030



Day in the Life of a Ben Taub Junior Volunteer:

Situated in the heart of the Texas Medical Center, the Summer Junior Volunteer Program at Ben Taub offers an exciting and enriching experience in healthcare. You will be given an opportunity to interact with patients, staff and other volunteers.

At the start of each day, you will sign in at the volunteer office before heading to your placement. Your placements will rotate but will include Ben Taub Hospital as well as Ben Taub Tower Specialty Clinics. In these placements you will have a Volunteer Champion who supervises you and your tasks. Your Champion may assign you to observe, assist patients, answer phones, run labs, complete data entry, etc.

Your hospital placement locations could include Medical/Surgical Units, Women and Infant Care Units, Oncology, Dialysis, etc. Specialty clinic locations could include Cardiology, Ophthalmology, OBGYN, Orthopedic, etc.

You will also have the opportunity to attend various off campus field trips and activities and support our Days of Service. Too, you may be able to interact with and learn from a variety of physicians and healthcare providers. There will be many opportunities to network and develop professional relationships that could be beneficial in the future.

Whatever your motive is for volunteering (aspiring medical or healthcare profession, community service, etc.) we look forward to providing you with a top quality and enjoyable experience.

Program Information: LBJ Hospital and The Outpatient Center

Volunteer Manager: Monique Johnson

Program dates: June 16 – July 24

Program hours: 9am – 4pm

Program days: Monday and Wednesday
OR Tuesday and Thursday

LBJ Days of Service: Monday, June 30
and Tuesday, July 1

Required number of hours: 60 or more

Address: 5656 Kelley St, Houston, TX 77026



Day in the Life of a LBJ Hospital Volunteer:

The moment you cross the threshold of the doors of Lyndon B. Johnson Hospital you are thrust into the hubbub all around you that is the essence of community health at its best. All of your senses are aroused by the sights and sounds that welcome our patients, families and community.

Volunteers are an integral part of the LBJ experience and every volunteer is considered a member of the LBJ family. While each volunteer experience will be different depending on where you are assigned, how you will be treated as a volunteer will always be the same. We strive to create a warm, welcoming environment, where each volunteer can expect to have a meaningful and impactful experience.

The day starts with signing in at the volunteer office and catching up with the Volunteer Manager. We have an open-door policy in the volunteer office. It's a place where you can leave your lunch or stop in before, during or in between shifts. It is always a pleasure when volunteers share their experiences and let us know if they have issues or concerns. Our door is always open.

Program Information:

Return Junior Volunteer Program

Volunteer Manager: Courtney Hoyt (application phase)
Pavilion Volunteer Manager supervises once accepted

Program dates: June 16 – July 24

Program hours: 9am – 4pm

Required number of hours: 60+

Program days: M/W or T/TH; Ben Taub also offers a four-day, M – Th option

A select number of Junior Volunteers will be invited to participate in the Return Junior Volunteer Program. Invited participants will have completed at least one summer in the Junior Volunteer Program, meeting all hour requirements. The number of spots available will depend on the pavilion. The invitation to apply to the Return Junior Volunteer Program will be sent by email by Friday, January 10.

- Return Junior Volunteers DO NOT complete another medical clearance process this year – they are already cleared from prior years.
- Return Junior Volunteers DO complete the Annual Mandatory Online Volunteer Training – due Friday, May 9.
- Return Junior Volunteers are often given more choices in their placements within facilities.
- Return Junior Volunteers are asked to assist with providing training and support for New Junior Volunteers.
- Return Junior Volunteers may be offered placements in departments not available to New Junior Volunteers.
- Return Junior Volunteers may apply for a spot at any pavilion within Harris Health, even if they haven't served there before.
- We cannot guarantee that volunteers invited to the Return Junior Volunteer Program will receive a spot at their preferred clinic or pavilion.



SUMMER JUNIOR VOLUNTEER PROGRAM

HARRIS COUNTY HOSPITAL DISTRICT D.B.A. HARRIS HEALTH SYSTEM VOLUNTEER AGREEMENT

CONFIDENTIALITY AGREEMENT

I agree to use confidential or proprietary information only as needed to perform my volunteer duties. This means I will not access confidential or proprietary information without legitimate need/permission, nor in any way divulge, reveal, copy, release, text, email, sell, lend, revise, alter, or destroy any confidential or proprietary information belonging to the Harris Health System. I understand that I will be automatically dismissed as a volunteer if I do not respect my responsibility for maintaining confidentiality.

Student Signature: _____

Date: _____

Student Printed Name: _____

Parent/Guardian Signature: _____

Date: _____

VOLUNTEER CODE OF CONDUCT

1. It is a crime to solicit business for attorneys and/or insurance companies.
2. I am donating my services to Harris Health without expectation of compensation and am not to solicit employment while performing my volunteer duties.
3. I understand that Harris Health's Volunteer & Guest Services Department does not assign volunteers to areas of professional or medical conflicts of interest.
4. I understand that, as part of my volunteer service with Harris Health, I may be transported to Harris Health facilities in Harris Health vehicles.
5. I will not sell or attempt to sell any goods or services, solicit monetary or in-kind contributions, or collect/distribute petition signatures on Harris Health premises.
6. I understand that, I must never attempt to assess or diagnose any patients, nor shall I attempt to perform any medical procedures (i.e. draw blood, insert an IV and any other procedure that requires a medical license) on patients.
7. I understand that, I will be evaluated by Harris Health's Volunteer & Guest Services Department, as well as, the department in which I have been placed. I also will be given the opportunity to evaluate the department and the volunteer duties that I have been assigned.
8. I understand that the Harris Health's Volunteer & Guest Services Department reserves the right to terminate my volunteer status as a result of:
 - my failure to comply with Harris Health's departmental policies and rules and regulations;
 - unsatisfactory attitude, work or appearance/attire;
 - habitual tardiness and/or absences; and
 - any behavior deemed unacceptable by any Harris Health facility, any Harris Health department supervisor and/or the Volunteer & Guest Services Department.
9. I understand that, I am responsible for returning my badge and uniform to Harris Health's Volunteer & Guest Services Department after completing my volunteer services.

Student Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____

Print, sign, date, and upload to VSys. Go to the Upload Document tab and select "Summer Junior – Additional Documents".

SUMMER JUNIOR VOLUNTEER PROGRAM

HARRIS COUNTY HOSPITAL DISTRICT D.B.A. HARRIS HEALTH SYSTEM SUMMER JUNIOR PROGRAM AGREEMENT

Summer Junior Volunteer Name: _____

Phone Number: _____

Email Address: _____

PROGRAM PARTICIPATION CONTRACT

In signing this contract:

- I will attend the MANDATORY Summer Junior Volunteer Orientation.
- I will set up and adhere to a weekly schedule agreed upon with the Volunteer Manager.
- I will participate in any training required before beginning my service.
- I understand and will abide by the Summer Junior Volunteer Program Commitment.
- I will always dress in the appropriate uniform — khaki or black pants and a Junior Volunteer polo shirt during my volunteer placement.
- As a Summer Junior Volunteer for Harris Health System, I realize that I not only represent myself, but also Harris Health and the Volunteer & Guest Services Department and I will perform my service with compassion, dedication and respect.
- If I fail to abide by the terms of this contract, I will not be eligible for a certificate of completion or a letter of recommendation, and may be dismissed from volunteering.
- Photo Release: As a volunteer at Harris Health System, I realize that my image may be taken at hospital celebrations and other media events. I give my permission to the Harris Health System Director of Volunteer & Guest Services and the Director of Corporate Communications to use my image in any appropriate and related materials that will promote or otherwise publicize the Harris Health System.

Student Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____

Volunteer Manager Signature: _____

Date: _____

PARENTAL/GUARDIAN CONSENT

- I give my consent for the Harris Health System Volunteer & Guest Service Department and the Employee Health Clinic Staff to evaluate on-the-job injuries and treat appropriately.
- My son/daughter is at least 14 years of age and will be entering the ninth grade in August 2025 but is not older than 18 years.
- I understand that if my son/daughter misses more than the allowed absences in a program session, he/she will be dropped from the program.

Student Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____

Print, sign, date, and upload to VSys. Go to the Upload Document tab and select "Summer Junior – Additional Documents".