

Gibson General Hospital Auxiliary Application Form

NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

HOME PHONE #: _____ CELL PHONE #: _____

E-MAIL _____

BIRTHDAY: MONTH _____ DAY _____ YEAR _____

Orientation will be scheduled on random days. After orientation, new members will be asked to fill empty slots on current schedules. Later you will be given an opportunity prior to issuance of each 3 month schedule to request when and/or where you'd prefer to work. This will be honored whenever possible.

REFERENCES: (2)(CAN BE CURRENT MEMBERS OF THE GIBSON GENERAL HOSPITAL AUXILIARY AND/OR CHARACTER REFERENCES)

If you have any questions, please contact Judy Pea,
Membership Chairman at 812-677-6923.

1. Name _____

Address _____ Telephone _____

2. Name _____

Address _____ Telephone _____

SIGNATURE _____ DATE _____

PLEASE ATTACH A CHECK FOR \$5.00 FOR DUES MADE OUT TO:

***** Gibson General Hospital Auxiliary *****



Please return this form and your check to Judy's mailbox located in the storage room in the Gift Shop, then CALL her to let her know it's there!



POSITIONS AVAILABLE

Business Office

Assist Business Office personnel with looking up patients' accounts on the computer. Filing is sometimes required, as well as using the copy machine and the mail stamping machine. Stuffing envelopes for mass mailing is also done at times.

SNF (Skilled Nursing Floor on 5th floor)

Report at 9:00 a.m. for morning and 12:00 p.m. for the afternoon to the Day Chairman at the Gift Shop. Deliver newspapers to 5th floor residents according to list in dining room. Pick up needed residents' menus lists from slot in dining room. Assist residents in choosing menu items, as needed. When the menus have been completed, return them to the kitchen office on 2nd floor by 9:30 if possible. Fill drinking cups with ice and water and deliver them to patients. Relieve the I-3 at 10:50 for lunch.

Gift Shop

Assist in the sales of Gift Shop items. Help with inventory and clean up of the Gift Shop. Ability to run or learn to run the cash register is required.

Information Desk-Lobby

Report for morning duty at 9:00 a.m. and/or 12:00 noon for afternoon duty. In addition to providing information to visitors regarding patients' room numbers, you will be asked to assist with some clerical duties. Ability to run or learn computer is required.

Information Desk- 3rd Floor

Report for morning duty from 8:00 a.m. to 3:00pm.m. . You will be asked to take people to their various testing rooms and deliver their paper work. Your lunch time is approximately 10:55. Then you are to cover I-1 while the DC and I-1 go to lunch. Then you return to I-3. If possible, you are to go to 5th floor and assist the Activity Director from 2:00 to 3:00 daily.

Patient Services

Report at 9:00 a.m. Deliver Princeton Daily Clarion to 4th floor patients, waiting rooms, etc. Help provide "breaks" to those working the Information Desks on the various floors. Deliver flowers to patients. Pick up mail from Business Office.

Others duties are available-please ask!