


# AUXILIARY TO

The logo for West Jefferson Medical Center, featuring a stylized blue 'WJ' monogram to the left of the text 'West Jefferson Medical Center' in a bold, black, sans-serif font.

PROUD MEMBER OF LCMC | HEALTH

The Auxiliary to West Jefferson Medical Center was founded in 1959, a year before the hospital opened its doors. The Auxiliary is committed to supporting the Medical Center, a community hospital, and furthering its Mission of providing patient care in a comforting and cost-effective manner.

Auxiliary members are proud volunteers continuing a legacy of service, representing a cross section of many communities and neighboring parishes. Members serve as ambassadors to patients and families as well as to others in the community. Members increase awareness of hospital services through participation in outreach including the yearly Jefferson Parish Senior Exposition.

Over the years, through fundraising, the Auxiliary has donated thousands of dollars to the hospital to be used for patient care, new equipment, renovations, furnishings, employee scholarships, holiday decorations, community benefits and more.

For more information on joining the Auxiliary, please call 504.349.1220, 504.349.1128, 504.349.1136 or 504.349.1125

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## Auxiliary Services

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**Auxiliary Office** • General office work including typing, filing and answering telephones. Computer literate.

**Auxiliary Newsletter** • Computer literate – produce monthly newsletter by reporting news, interviewing members, writing stories, editing, copying and mailing finished product.

**Craft Room** Create a variety of items to be sold or used in fund raisers such as teddy bears, quilts and crochet garments; craft items to be used as patient favors or for special events.

**Department Aide** • Perform ancillary duties in assigned department appropriate to skill level.

**Escort** • Transport patients by wheelchair to destinations as well as assist with discharge. Deliver charts, gifts, etc.

**Surgery/Critical Care Desk** • Provide support and assistance to families awaiting news about their loved ones; assist surgeons in locating waiting family; relay communications to families; direct families to appropriate location.

**Fundraising** • Annual fundraising events are conducted by the Auxiliary to fund its many works. Sales of items handmade in the Craft Room are held weekly. Special projects include member compiled cook-books for sale, book sales, cookware and jewelry sales.

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# Junior Volunteer Program

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The Junior Volunteer Program presents as opportunity for students to gain first hand career awareness on site. It is also a chance for students to learn at a young age the many benefits inherent in community service. Mainly operated in the summer months, Monday – Friday during the day, applications are available for the current year beginning in February and are accepted until all available positions are filled or until the end of March (whichever comes first).

## **Requirements**

- Must be at least 14 years of age, entering the 9th grade.
- Completed application submitted before deadline.
- Attend mandatory orientation.

## **Application**

- Obtained from volunteer office.
  - Available the first weekday in February until quota filled or last weekday in March.
  - Copy of birth certificate required.
  - Permission Forms signed by parent(s)/guardians.
  - Physical Exam (with physician's permission to participate).
  - Results of TB (tuberculosis) skin test administered within one year.
- \*Finger printing and Louisiana background check is required for assignment in certain sensitive areas, i.e. Pediatrics.

## **Orientation**

- Orientation is mandatory (students who do not attend will not be allowed to Volunteer).
- Dates of orientation are included with the application.
- All required forms must be submitted before participating in orientation.
- Code of Conduct/Hospital Rules is included with orientation packet.

## **Uniforms**

- Junior Volunteers are required to follow the dress code including wearing assigned uniform.
- Size for polo shirts/cobblers are taken during orientation and issued (without charge) on the first day of work.

## **Scholarship Program**

Junior Volunteers who complete a second year of service are eligible for an Auxiliary issued scholarship. Each year, two scholarships are awarded toward a medical related degree. Applicants are required to submit an essay, be interviewed by the scholarship committee and be rated by the department in which volunteering. In addition, must complete a minimum of 50 hours of service per year for a minimum of two years. Selection is made in a "blind" competition based on overall assessment.