



Thank you for your interest in volunteering with the Waco Center for Youth! Follow the steps below to ensure your volunteer application gets routed to the correct location.

- 1) Click <http://texashhs.force.com/Volunteer> to access the online application.
- 2) Under Services, in the drop down "Select Type of Service," select 'Volunteer'
- 3) Fill in \* required fields under General Information.
- 4) Fill in Emergency Contact information.
- 5) Under Placement, Select Placement Type, select ' State Hospital'
- 6) Once 'State Hospital' is selected, another drop down menu will appear. Under 'Select State Hospital,' select 'Waco Center for Youth State Hospital'
- 7) Under Interest/Background, answer the questions to the best of your ability. If you are unsure what days/times you can volunteer, please feel free to leave blank.

Placement

Select Placement Type\*

State Hospital

Select State Hospital

Waco Center for Youth State Hospital

Select the Days and Times you would like to volunteer(Hold the Ctrl key to select more than one)

Available

Monday AM  
Monday PM  
Tuesday AM

Chosen

Assignment Preference(Hold the Ctrl key to select more than one)

Available

Contact with Clients  
Office Work  
Special Event

Chosen

- 8) Please add date and your electronic signature.
- 9) You do not have to upload documents at this time. We will verify driver's license and vaccination records in person at volunteer orientation.
- 10) Next, please complete the following online volunteer training at:  
<https://apps.hhs.texas.gov/volunteer/cbt/Orientation/index.html>

- 11) After online training is complete, a certificate of completion must be emailed to the email provided at the end of the training. Please keep a copy of certificate for your records!
- 12) Once we receive the application and verification that you have completed the online training, we will schedule time to complete the volunteer application process.
- 13) Before your orientation can take place on site at Waco Center for Youth, we will need a copy of your vaccination record. To volunteer at WCY, individuals must show proof of Flu, TB, and COVID-19 vaccination. If these are not current, you will not be approved to move to the next phase of orientation.

### IMPORTANT INFORMATION ABOUT VOLUNTEERING AT WCY:

- Orientation will include the following (if applicable):
  - \* Overview of organizational history and population served
  - \* Introduction to HHSC
  - \* Abuse, neglect, and exploitation
  - \* Emergency response
  - \* Infection control, including HIV-AIDS
  - \* Civil Rights, including sexual harassment
  - \* Confidentiality
  - \* HIPAA
  - \* Safety and Security
- Volunteers must pass the Criminal Fingerprint Background, Nurse Aid Registry, and CANRS Checks.
- HIPAA Training will be completed at the facility level.
- A signed confidentiality statement is required to volunteer.
- Volunteers must be 18 years of age and not enrolled in High School to be a considered a candidate to directly volunteer with clients.
  - \* The age requirement does not apply to volunteers working/ participating in off campus VSC activities. If a minor child (ages 14-17) is volunteering for the VSC, a Parent/Guardian must complete a permission form provided by Community Relations at WCY.