



## Volunteer Introduction

Hina Mauka's volunteers are integral to our success in helping those who are recovering from alcohol and drug addiction. Our volunteers assist our clients and staff in many important and equally appreciated ways, from acting as mentors to providing clerical and facilities support to participating in our internship program.

If you believe in the Hina Mauka approach to addiction recovery and would like to help, please review our volunteer requirements, complete a volunteer application and submit a resume to [hr@hinamauka.org](mailto:hr@hinamauka.org) with the "Volunteer" in the subject heading.

### **Requirements for Volunteers**

Individuals who are recovering from alcohol or chemical dependency or any behavioral disorder must have at least three years of continuous recovery in order to be eligible to participate in the Hina Mauka volunteer or intern program.

Volunteers must also:

- Commit to one four-hour shift per week
- Provide current two-step TB test or X-ray (done within last year)
- Provide medical infectious disease clearance and physical exam from a physician (forms will be provided)
- Provide copy of Medical Insurance Card
- Complete the Safety Orientation with our Facilities/Safety Manager
- Miscellaneous forms (forms will be provided)
- Abide by Hina Mauka's dress code of business attire/aloha wear. No slippers or beachwear (however, Friday is casual dress day).



# HINAMAUKA

## VOLUNTEER APPLICATION

Name (Last, First, MI)		Social Security #	
Address (Street, City)		Zip Code	Phone
E-mail address			
Birthdate	In case of emergency, notify (name, relationship, phone)		

Please check ( ) those time slots below when you will be available for practicum learning.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Mornings (8a.m.-12 p.m.)							
Afternoons (12p.m.-4p.m.)							
Evenings (4 p.m.-8 p.m.)							
Other hours available							

I will be able to start on (Month/Day)
Area of work preferred
Physical limitations
Special training/interests/hobbies (or attach resume)
Volunteer/work experience (or attach resume)
Two references (not relatives): Name, address, phone
1.
2.
Do you know anyone currently working at Hina Mauka? If yes, who.

I agree to abide by the policies and regulations of Hina Mauka and to participate in orientation, training and supervision as required by the agency.

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Signature

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Date

Please complete and submit application with resume to:

Hina Mauka Human Resources

e-mail: [hr@hinamauka.org](mailto:hr@hinamauka.org)

Please use "Volunteer" in the subject heading