



**Mercy Medical Center**  
Catholic Health Services  
At the heart of health

**Kevin Croutier, Manager**  
**VOLUNTEER SERVICES DEPARTMENT**  
(516) 705-1394  
Kevin.Croutier@chsli.org

Dear Applicant,

As requested, attached is Mercy Medical Center Volunteer Application.

**\*\*\*\* PLEASE READ CAREFULLY \*\*\*\***  
**TO AVOID A DELAY IN PROCESSING YOUR APPLICATION**

**The application is comprised of TWO (2) separate sections:**

1. **PART 1 – Administrative Requirements.** This section provides the Volunteer Services Department with information about you, your background, interests, availability and reference information. It also includes a “Statement of Understanding” that you must sign.
  - Volunteers under age 18 must provide copy of Working Papers; and
  - Volunteers under age 18 must provide signed Emergency Medical Consent Form (executed by parent/legal guardian).

After this section is completed, it must be returned by email to Kevin Croutier, Mercy Medical Center’s Director of Volunteer Services, via email to: [Kevin.Croutier@chsli.org](mailto:Kevin.Croutier@chsli.org); and

2. **PART 2 – Medical Requirements.** This section lists medical records that you must provide to the Mercy Medical Center Employee Health Services Department before your application will be considered (Medical History, PPD/Physical Exam/Medical Provider Certification, and Lab Titters). Each of the requirements are detailed in this Section (“Part 2” document attached).

When you have all of the required information/documentation, it must be sent as one (1) complete pdf file to the Employee Services Department by email to: [Mirna.Labissiere@chsli.org](mailto:Mirna.Labissiere@chsli.org); [Valerie.Pierre@chsli.org](mailto:Valerie.Pierre@chsli.org). Medical Records should NOT be sent to the Volunteer Services Department. **Please note: All original medical documents must also be hand-delivered to the Mercy Medical Center Employee Health Services Department before you may begin your volunteer service (see instructions on “Part 2” document attached).**

After I receive your completed application and you have been given medical clearance by the MMC Employee Health Services Department, you will be contacted to schedule an orientation and receive your uniform and ID badge.

Thank you for your interest in volunteering at Mercy Medical Center. Please don’t hesitate to contact me if you have any questions.

Sincerely,

*Kevin Croutier*

Kevin Croutier  
Manager, Volunteer Services Department