

# Houston Physicians' Hospital

**POSITION: Volunteer**

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**JOB SUMMARY:**

Responsible for identifying patients, reviewing the admitting records for completeness, keeping family informed on patient's progress and keeping nourishment center stocked and ready for family member's use.

Report to: Administration

Supervises: None

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**QUALIFICATIONS:**

Must exhibit a pleasant, warm disposition, and willingness to help others.

Must respect the responsibilities of the position

Must display initiative in assisting patients, visitors and staff within the confines of the facility while respecting their rights to privacy and confidentiality.

Must have knowledge of the philosophy, policies and procedures of the facility, and promote the same.

Must be flexible and willing to help in all other areas.

**OCCUPATIONAL EXPOSURE:**

Category III exposure to blood borne pathogens and may encounter chemical hazards.

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**RESPONSIBILITIES:**

1. Is responsible for the general admitting area and the family waiting room
  - 1.1 Keep area tidy and neat during work hours
  - 1.2 Is responsible to assist the patient or family
  - 1.3 May assist the Activities Director in promoting activities

I have read the Volunteer Job Description and understand the functions and objectives of the tasks at this facility.

Volunteer Signature \_\_\_\_\_ Date \_\_\_\_\_

