

JOB TITLE: Volunteer

JOB SUMMARY

This position is responsible for performing general activities that provide clinical, clerical and/or administrative support.

Classification: Volunteer

OCCUPATIONAL EXPOSURE:

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

QUALIFICATIONS:

- Mature, dependable and caring individual who has the ability to communicate courteously and effectively with patients, families, visitors, and staff.
- Ability to maintain strict confidentiality of patient and administrative information.
- Ability to stand/walk for 3-4 hours a shift.

RESPONSIBILITIES:

Volunteers assist our team with various activities as needed. Activities may include greeting patients and families, making copies, running errands, answering phones, greeting visitors, directing patients and visitors to correct locations, and performing other jobs or special job-related duties as requested. Volunteers may provide assistance to patients and visitors by obtaining wheelchairs, or other services as needed and escort or transport patients who need help to their destination within the hospital. Volunteers may be positioned in patient facing settings such as the waiting room. Volunteers must understand and follow hospital policies and procedures.

PHYSICAL DEMANDS

- The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job the individual is frequently required to sit, converse, and listen; use hands to touch, handle, or feel objects, tools or controls; and to reach with hands and arms. Specific vision abilities required by this job include close vision and the ability to adjust focus.
- The individual must be able to lift and/or carry over 20 pounds on a regular basis and be able to push/pull over 25 pounds on a regular basis.
- The individual must be able to stand and/or walk at least five hours per day.

I have read the Job Description and understand the functions and objectives of the position at this Facility. I understand I am responsible for compliance with all policies and procedures.

Employee's Signature: _____

Date: _____