

Volunteer Job Description

Job Title – Volunteer	Reports to: Manager of Volunteers					
Job Code-	Overtime Status: <u>Exempt (not eligible)</u> <input checked="" type="checkbox"/> Non-Exempt(eligible)					
Department – Volunteers	Prepared by:			Date:		
Facility -	Approved by:			Date:		
Job Summary The incumbent will be responsible for the patient's extrinsic needs while in the hospital. The incumbent will carry-out her/his duties by adhering to the highest standards of ethical and moral conduct, acts in the best interest of XXX Hospital, and fully supports the mission, vision, and values of XXX Hospital. The incumbent will have knowledge of health care systems, and have demonstrated ability to interact, relate to, work with, and support the activities of a diverse workforce.						
Supervises <ul style="list-style-type: none"> None 						
Primary Responsibilities <ul style="list-style-type: none"> Greets and assists patients and their guests at the information desk Provides directional assistance to patients and escorts them through the hospital Assists with special events and special projects Utilizes computer and phone system Provide comfort and conversation to patients Assists in discharge patient process 						
Other Responsibilities <ul style="list-style-type: none"> Completes tasks assigned by Manager of Volunteers Attends meetings for volunteers 						
Education/Certifications/Licenses <ul style="list-style-type: none"> High School Diploma or GED equivalent BLS training CPR certified 						
Experience <ul style="list-style-type: none"> Required - 6 months – 1 year experience as a volunteer Preferred - 6 months – 1 year experience as a health care volunteer 						
Special Skills/ Equipment <ul style="list-style-type: none"> Smiles, humor, card, and magic tricks are a plus Bilingual in Arabic, ASL, Cantonese, Hindi, Japanese, Korean, Mandarin, Polish, Russian, Spanish, or Vietnamese preferred 						
Contacts Internal patients, providers, staff, and volunteers External patients and providers						
Physical, Mental Demands/Working Environment <i>Note: Reasonable accommodations may be made for individuals with disabilities to perform essential functions of this position.</i>						
General Activity	Number of Hours					
		None	1-2	2-4	4-6	6-8
	Drive	X				
	Sit		X			
	Stand				X	
Walk			X			

Volunteer Job Description continued

Motion	Up to 1/3 of shift		1/3 or more of shift	
	Bend	X		
	Squat	X		
	Crawl			
	Climb			
	Reach	X		
	Lift	X		
	Carry	X		
	Push	X		
	Pull	X		
Twist	X			
Turn	X			
Use of Hands and Feet	Gross Motor Function		Precise Motor Function	
	Right Hand	X		
	Left Hand	X		
	Right Foot	X		
Left Foot	X			
Weight Lifted/Force Exerted	Up to 1/3 of shift		1/3 or more of shift	
	Up to 10 pounds			
	Up to 25 pounds			
	Up to 50 Pounds	X		
	Up to 100 pounds			
More than 100 pounds				
Body Fluid Exposure	No		Yes <u>XXX</u>	
Mental Demands		YES		YES
	Attention Span	X	Memory	X
	Concentration	X	Patience	X
	Conceptualization	X	Problem Solving	X
Influence People	X	Relate to Others	X	
Working Environment		YES		YES
	Indoor	X	Loud Noise	X
	Outdoor	X	Fumes	
	High Temperatures		Confined Areas	X
Low Temperatures		Radiation Area	X	

List any other physical requirements: [type here]

Disclaimer

NAME OF HOSPITAL GOES HERE does not discriminate on the basis of race, color, religion, sex, sexual orientation, age, national origin, marital status, citizenship, physical or mental disability, or veteran status.

The above job description is intended to describe the general nature and level of work being performed by people assigned to this job. The list is not intended to be an all-exhaustive list of responsibilities and duties required and may include other duties as assigned.

I have read the above position and understand the provisions and intent thereof. I agree that I shall perform said duties to the fullest intent to the mutual interest of the hospital and myself.

Employee-Print Name and Date

Employee Signature

Supervisor-Print Name and Date

Supervisor Signature