

# Volunteer Position Description

<b>Position Title:</b>	1B Women's Surgical Unit
<b>Position Type:</b>	Patient Services Personnel
<b>Facility:</b>	Edg
<b>Position Summary:</b>	
Assist staff in the department, RN's and clerical staff to complete tasks such as filing, chart assembly, answering call lights & phones and pass trays.	
<b>Qualifications:</b>	
<ul style="list-style-type: none"><li>• Maintain confidentiality</li><li>• Good communication skills</li><li>• Customer friendly attitude</li><li>• Clerical skills i.e. answering phones, chart assembly and filing are encouraged</li></ul>	
<b>Duties &amp; Responsibilities:</b>	
<ul style="list-style-type: none"><li>• Answer phones and call lights and refer inquiries to appropriate personnel</li><li>• Greet and offer assistance to all patients and visitors in the department</li><li>• Patient chart assembly</li><li>• Distribute patient trays, refreshments to patients</li><li>• Filing as designated by managers</li><li>• Run errands outside of department i.e. put up supplies form SPD</li><li>• Other duties as assigned from Managers and Clerical Coordinator</li><li>• Assist with discharge of patients</li><li>• Stock cribs/rooms</li></ul>	
<b>Key Accountabilities:</b>	
<ul style="list-style-type: none"><li>• Takes accurate and complete messages</li><li>• Maintains patient confidentiality</li><li>• Correctly directs guests</li><li>• Maintains regular weekly schedule</li><li>• Completes assignments during shift</li></ul>	
<b>Time Commitment:</b>	
<ul style="list-style-type: none"><li>• Number of hours per volunteer shift; shifts are generally three to four hours per week, but may differ in some departments.</li><li>• May choose to list available hours, rather than specific shifts (e.g., a three-hour commitment between the hours of 9 a.m. and 6 p.m. on Monday through Friday. <a href="#">Click here to enter text.</a></li></ul>	
<b>Uniform:</b>	
<ul style="list-style-type: none"><li>• Approved volunteer uniform</li></ul>	