

Volunteer Position Description

Position Title:	Pastoral Care Office Clerical
Position Type:	Patient Services Personnel
Facility:	Edg
Position Summary:	
Maintaining office files by using daily admission, discharges and transfer reports; answers phone; prepares sacramental ministry list for volunteer and staff priest. If authorized by patient, notify patient's minister or faith community that patient has been admitted.	
Qualifications:	
<ul style="list-style-type: none">• Must have ability to deal with details• Pleasant in dealing with the public	
Duties & Responsibilities:	
<ul style="list-style-type: none">• Meets and greets clergy and others who come to the office• Answers phone and communicates messages for staff, as necessary• Prepares sacramental ministry lists for staff Priest and Volunteers• Assists in updating computer documentation of ministry visits	
Key Accountabilities:	
Reflects the hospital's Mission and Values in all interactions with staff, visitors and clergy	
Time Commitment:	
Two to three hours from 8am or earlier on weekends and holidays	
Uniform:	
Volunteers are asked to wear business casual. Volunteer badge is to be worn on the upper portion of body.	