

# Volunteer Position Description

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| <b>Position Title:</b>   | PACU Liaison for Patient's Partner in Care |
| <b>Position Type:</b>  | Patient Care Personnel                     |
| <b>Facility:</b>   | Edg  |
| <b>Position Summary:</b>   |  |
| Volunteer would have contact with PACU staff, patients and families. Primary plan is to improve communication process between PACU and families in lounge. Primarily role would be to escort patients' families back to PACU as directed by the PACU RN. |  |
| <b>Qualifications:</b>   |  |
| <ul style="list-style-type: none"><li>• Maintain confidentiality</li><li>• Need keyboard/typing skills</li><li>• Must be able to stand for long periods and walk a great deal.</li></ul>   |  |
| <b>Duties &amp; Responsibilities:</b>  |  |
| <ul style="list-style-type: none"><li>• Answer phones and refer inquiries to appropriate personnel</li><li>• Greet and offer assistance to all patients and visitors in the department</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>• Maintains regular weekly schedule</li></ul>   |  |
| <b>Time Commitment:</b>  |  |
| <ul style="list-style-type: none"><li>• 3 – 4 hour shift, Monday – Friday 10:00am to 9:00pm</li></ul>  |  |
| <b>Uniform:</b>  |  |
| <ul style="list-style-type: none"><li>• Approved volunteer uniform with badge</li></ul>  |  |