

Volunteer Position Description

Position Title:	Birthing Center/Family Birth Place Volunteer – 1C
Position Type:	Patient Services Personnel
Facility:	Edg
Position Summary:	
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.	
Qualifications:	
<ul style="list-style-type: none">• Maintain confidentiality• Good communication skills• Customer friendly attitude• Clerical skills i.e. answering phones, chart assembly and filing are encouraged	
Duties & Responsibilities:	
<ul style="list-style-type: none">• Answer phones and call lights and refer inquiries to appropriate personnel• Greet and offer assistance to all patients and visitors in the department• Patient chart assembly• Distribute patient trays, refreshments to patients• Filing of prenatal records or other filing as designated by managers• Run errands outside of department i.e. put up supplies form SPD• Other duties as assigned from Managers and Clerical Coordinator• Assemble gift pack bags for patients• Assist with discharge of patients	
Key Accountabilities:	
<ul style="list-style-type: none">• Takes accurate and complete messages• Maintains patient confidentiality• Correctly directs guests• Maintains regular weekly schedule• Completes assignments during shift	
Time Commitment:	
<ul style="list-style-type: none">• Number of hours per volunteer shift; shifts are generally three to four hours per week, but may differ in some departments.• 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. Click here to enter text.	
Uniform:	
<ul style="list-style-type: none">• Approved volunteer uniform	