

Volunteer Position Description

Position Title:	2AO – Oncology Volunteer
Position Type:	Patient Services Personnel
Facility:	Edg
Position Summary:	
Assist patients and hospital staff RN, LPN, nurse assistants and clerical staff. The job encompasses direct patient contact to simple assist with daily tasks of hospital personnel.	
Qualifications:	
<ul style="list-style-type: none"> • Teen volunteers complete the Nursing Unit volunteer training course and hospital orientation • Volunteers are to adhere to the standards listed in the SHE volunteers' handbook • Maintains confidentiality 	
Duties & Responsibilities:	
<ul style="list-style-type: none"> • Volunteer duties include but not limited to: • Pick up mail trays • Feed easy patients upon direction of Charge Nurse • Runs errands to pharmacy, SPD, lab, dietary • Walk patients with another employee • Discharge patients by wheelchair • Pass fresh drinking water • Answer intercom, phone and lights for message only • Make un-occupied or post op beds • Post "with-hold" signs as directed by clerical staff • Straighten bedside units and patient rooms • Play cards with patient • Other duties as directed by Charge Nurse 	
Key Accountabilities:	
<ul style="list-style-type: none"> • Completes tasks accurately as directed by staff members • Maintains patient confidentiality • Maintains regular weekly schedule • Is willing to complete tasks as assigned within the realm of the listed position functions 	
Time Commitment:	
<ul style="list-style-type: none"> • Volunteers spend 3 to 4 hours on the unit at one time • Unit is open 24 hours 7 days per week • Typically works their hours between 10am and 7pm • Volunteers work Sunday through Saturday 	
Uniform:	
<ul style="list-style-type: none"> • Approved volunteer uniform 	