

# Volunteer Position Description

<b>Position Title:</b>	2B1 Neuroscience volunteer
<b>Position Type:</b>	Patient Care Personnel
<b>Facility:</b>	Edg
<b>Position Summary:</b>	
Assist patients and hospital staff RN, LPN, CNA/NA and clerical staff. The job encompasses direct patient contact to simple assistance with daily tasks of hospital personnel.	
<b>Qualifications:</b>	
Skills/Traits/behavior/physical abilities necessary to adequately perform the position. Standard requirements are listed as follows: <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><li>• Teen volunteers complete the Nursing Unit volunteer training course and safety program sponsored by St. Elizabeth.</li><li>• Adhere to the standards as listed in the volunteer booklet.</li></ul>	
<b>Duties &amp; Responsibilities:</b>	
Volunteer duties include but not limited to: <ul style="list-style-type: none"><li>• Feed easy patients upon direction of charge nurse.</li><li>• Run errands to pharmacy, SPD, lab, dietary</li><li>• Walk patients with another employee</li><li>• Discharge patients via wheelchair</li><li>• Pass fresh ice and drinking water, answer intercom, phone and lights for messages only</li><li>• Make un-occupied beds</li><li>• Post signs as directed by clerical staff, straighten bedside tables and patient rooms, play cards with patients.</li><li>• Other duties as directed by charge nurse or clerical.</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><li>• Is willing to complete tasks as assigned within the realm of the listed position functions.</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>• Regular volunteer uniform</li></ul>	