

Volunteer Position Description

Position Title:	Med/Surg Volunteer – 3C
Position Type:	Patient Care Personnel
Facility:	Edg
Position Summary:	
Assist patients and unit staff; RN, LPN, nurse assistance, and clerical staff. The job encompasses direct patient contact to simple assistance with daily tasks of unit staff.	
Qualifications:	
<ul style="list-style-type: none">• Maintain confidentiality• Need keyboarding/typing skills• Must be able to stand for long periods and walk a great deal	
Duties & Responsibilities:	
<ul style="list-style-type: none">• Answer telephones and refer to appropriate personnel• Greet visitors and patients in a pleasant manner• Answer call lights and refer to appropriate personnel• Runs errands off unit under the direction of the team leader or clerical• Walk patients in hallway with the assistance of another staff person• Discharge patients either ambulatory or wheelchair• Pass fresh drinking water• Make an un-occupied bed (unless patient in contact precautions)• Post signs outside patient rooms as directed by the clerical• Any non-direct patient care as directed by team leader or clerical	
Key Accountabilities:	
<ul style="list-style-type: none">• Completes tasks accurately and timely as directed by staff members• Maintains patient confidentiality• Reports to unit as scheduled• Calls nurse manager if unable to work scheduled shift	
Time Commitment:	
<ul style="list-style-type: none">• 3-4 hour shifts• Shifts available 7 days/week• Shifts typically occur between 10am – 7pm	
Uniform:	
<ul style="list-style-type: none">• Standard volunteer uniform	