

Volunteer Position Description

Position Title:	5D TCU Volunteer
Position Type:	Patient Services Personnel
Facility:	Edg
Position Summary:	
Assist RN's, LPN's, CAN's and CC in delivering quality care and meeting patient satisfaction assisting my include mailroom runs and lab errands; help with passing water, food trays, drinks/snacks, assist with answering telephones, call lights, sitting with a patient, pick up supplies from SPD, etc.	
Qualifications:	
<ul style="list-style-type: none">• Friendly• Compassionate• Helpful• Conscientious• Good phone and communication skills• May require standing for a long time• Committed	
Duties & Responsibilities:	
Be as specific as possible in listing duties. List all tasks the volunteer might do if asked/needed, for example: <ul style="list-style-type: none">• Answer phones and refer inquiries to appropriate personnel• Greet and offer assistance to all patients and visitors in the department. Click here to enter text.	
Key Accountabilities:	
<ul style="list-style-type: none">• Answers the phone in a friendly, courteous manner• Maintains patient confidentiality• Maintains schedule commitment• Offers assistance to patients, visitors and staff• Functions within job description• Interacts well with patients, visitors and staff• Communicates patient needs to the appropriate staff member• Dresses appropriately• Follows Mission statement	
Time Commitment:	
<ul style="list-style-type: none">• 2 – 4 hour increments as available	
Uniform:	
<ul style="list-style-type: none">• Approved volunteer uniform	