

# Volunteer Position Description

<b>Position Title:</b>	Hospice Volunteer
<b>Position Type:</b>	Patient Care Personnel
<b>Facility:</b>	Edg, Ft.T
<b>Position Summary:</b>	
To provide various services for hospice patients/families as determined by the interdisciplinary team care plan. Keeps record of activities for the Hospice Volunteer Coordinator.	
<b>Qualifications:</b>	
<ul style="list-style-type: none"> <li>• Availability of time and skills which pertain to the volunteer activity</li> <li>• Maintain confidentiality</li> <li>• Ability to work independently and take directions well.</li> <li>• Empathetic listening skills</li> <li>• Ability to understand and tolerate hardship stories.</li> <li>• Knowledge and dexterity with computers and other office equipment when necessary.</li> </ul>	
<b>Duties &amp; Responsibilities:</b>	
<ul style="list-style-type: none"> <li>• Maintains records of time spent and submits as instructed.</li> <li>• Receives assignments from the Hospice volunteer coordinator according to type of volunteer services/skills needed within the capabilities and preference of the volunteer</li> <li>• Provides services to the Hospice patient/family as determined by the Interdisciplinary Team plan of care which may include: <ul style="list-style-type: none"> <li>○ Home Care and Nursing Home Volunteers – may provide transportation, shopping, errands, sitting, visits, and patient care as requested.</li> <li>○ Inpatient &amp; Unit Volunteers – may provide clerical duties, errands, patient care under the supervision of the RN or CNA, housekeeping activities and volunteer charting.</li> <li>○ Bereavement volunteers – may provide monthly bereavement calls, writing bereavement notes, memorial service activities, dove delivery and work with the STARS program all under the direction of the Bereavement Coordinator.</li> <li>○ Clerical Volunteers – may provide computer data entry, filing, typing, copying, collating materials, assisting with marketing, working the reception desk and making tuck-in calls.</li> <li>○ Special Projects Volunteers- provide assistance in fundraising activities, sewing, bird feeding, gardening, and other special projects determined by the Interdisciplinary Team.</li> </ul> </li> </ul>	
<b>Accountability</b>	
<ul style="list-style-type: none"> <li>• Maintain confidentiality</li> <li>• Maintain communication with the volunteer coordinator a minimum of once a month.</li> <li>• Is able to verbalize the hospice philosophy of care when providing services to patients and families.</li> <li>• Submits documentation to the volunteer coordinator a minimum of once a month</li> <li>• Attends annual hospice in-service.</li> <li>• Hospice bi-annual competency as applicable to the volunteer activity.</li> </ul>	

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**Time Commitment:**

Time commitment relative to the volunteer activity – usually not less than one hour and no more than four hours per week.

**Uniform:**

- Business casual with comfortable shoes.