

Volunteer Position Description

Position Title:	Rehabilitation Services and Sports Medicine Volunteer
Position Type:	Patient Services Personnel
Facility:	Edg, Flo, Ft.T, Cov, GC
Position Summary:	
<p>Volunteers in our Rehabilitation Services and Sports Medicine departments may assist staff and/or patients during the day to day functions of the department including assisting with tasks such as: routine cleaning, clerical work, linens, patient interaction, patient way finding, assisting with phones, greeting and assisting patients with questions, other duties that aid in the support of departmental staff as able.</p>	
Qualifications:	
<p>Skills/Traits/behavior/physical abilities necessary to adequately perform the position. Standard requirements are listed as follows:</p> <ul style="list-style-type: none"> • Maintain confidentiality • Need keyboard/typing skills • Must be able to stand for long periods and walk a great deal. Click here to enter text. 	
Duties & Responsibilities:	
<p>Be as specific as possible in listing duties. List all tasks the volunteer might do if asked/needed, for example:</p> <ul style="list-style-type: none"> • Answer phones and refer inquiries to appropriate personnel • Change linens and restock linens in proper storage areas when needed • Greet and offer assistance to all patients and visitors in the department. • Clean equipment after patient use • Assist therapists with patient treatment as able (such as throwing a ball with a patient, pushing equipment) • Clerical duties such as filing, copying, sorting, etc • Restocking supplies • Answer phones and refer inquiries appropriately • Greet and offer assistance to all patients and visitors • Transport or assist patients with way finding • Talk with and comfort patients • Other duties and assistance as requested by staff as needed 	
Key Accountabilities:	
<p>List components of the position that can be objectively measured/ evaluated and that must be carried out for the volunteer performance to be satisfactory. Standard measurements might include:</p> <ul style="list-style-type: none"> • Takes accurate and complete messages • Maintains patient confidentiality • Maintains regular weekly schedule • Follows through with instructions provided by staff • Has consistent attitude of willingness to help • Receives positive feedback from staff and patients regarding performance 	
Time Commitment:	
<ul style="list-style-type: none"> • Number of hours per volunteer shift; shifts are generally three to four hours per week, but may differ in some departments. • Hours vary and are established by individual departments based on need and availability 	

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Uniform:

- Volunteers should wear Dress or Khaki pants, closed toe shoes, a volunteer logo'd shirt. Dress code may vary per department and will follow all St. Elizabeth Healthcare policy requirements.