

# Volunteer Position Description

<b>Position Title:</b>	Pastoral Care Visitor
<b>Position Type:</b>	Patient Services Personnel
<b>Facility:</b>	Edg ,Flo, Ft.T
<b>Position Summary:</b>	
<p>The volunteer visits newly admitted patients, introducing them to the services available for their spiritual care while in the medical center. The volunteer confirms denomination and church affiliation, and seeks permission to call the patient's church as necessary. The volunteer listens to patients and family members making referrals to the Staff Chaplain as indicated.</p>	
<b>Qualifications:</b>	
<ul style="list-style-type: none"> <li>• Respect for every person's faith or spiritual beliefs</li> <li>• Maintaining confidentiality</li> <li>• Exhibits a friendly personality</li> <li>• Is patient, flexible and understanding</li> <li>• Able to interact well with others</li> <li>• Able to identify need for referrals to the staff chaplains</li> <li>• Able to make the minimum time commitment of the position</li> <li>• Able to move about the medical center, which may entail standing for extended period of time</li> <li>• Able to work as a team member of the Pastoral Care Department</li> </ul>	
<b>Duties &amp; Responsibilities:</b>	
<ul style="list-style-type: none"> <li>• Identifies patients to be seen</li> <li>• Visits newly admitted patients</li> <li>• Offers Pastoral Care departmental services information</li> <li>• Documents introductory Visit information on patient's electronic chart</li> <li>• Makes referrals to Staff Chaplains</li> <li>• Visits each new patient, gives them the Pastoral Care brochure and ask if the patient would like a chaplain to visit</li> </ul>	
<b>Key Accountabilities:</b>	
<ul style="list-style-type: none"> <li>• Maintains patient confidentiality</li> <li>• Records hours worked in accordance with Volunteer Services policy</li> <li>• Documents pastoral care visit on patient's chart</li> </ul>	
<b>Time Commitment:</b>	
<ul style="list-style-type: none"> <li>• Commit to be available for at least two shifts each month, working three to four hours per shift, between 1-9pm Sunday through Saturday</li> </ul>	
<b>Uniform:</b>	
<p>Volunteer is to wear business casual clothing; also need to wear Volunteer badge on the upper portion of their body.</p>	