

Volunteer Position Description

Position Title:	2C/2CO Volunteer
Position Type:	Patient Care Personnel
Facility:	Edg
Position Summary:	
Assist patients and hospital staff RN, LPN, nurse assistants and clerical staff. The job encompasses direct patient contact to simple assistance with daily tasks of hospital personnel.	
Qualifications:	
<ul style="list-style-type: none">• Teen to complete “Nursing Unit Training” and hospital modules• Must adhere to the standards as listed in the SEH volunteer booklets with a primary focus on patient confidentiality	
Duties & Responsibilities:	
<ul style="list-style-type: none">• Volunteers duties include but not limited to deliver meal trays• Feed easy patients upon direction of charge nurse• Runs errands to pharmacy, SPD, lab, dietary, walk patients with another employee• Discharge patients ambulatory or wheelchair• Picks patients up from the admitting department• Pass fresh drinking water• Answer intercom, phone and lights for messages only• Make un-occupied or post op beds• Post “with-hold” signs as directed by clerical staff and check patient’s rooms for name tags• Make up admission packets, straighten bedside units• Pay cards with patients• Collects clean linens from rooms, refill supplies in patient’s room other non-direct patient care as directed by change nurse	
Key Accountabilities:	
<ul style="list-style-type: none">• Completes tasks accurately as directed by staff members• Maintains patient confidentiality• Maintains regular weekly schedule• Is willing to complete tasks as assigned within the realm of the listed position description	
Time Commitment:	
<ul style="list-style-type: none">• The average volunteer on 2C spends 3 to 4 hours on the unit at a time• Unit is open 24 hours a day 7 days a week• The volunteers on 2C typically work their hours between 10am to 7pm• Volunteer work Sunday through Saturday	
Uniform:	
<ul style="list-style-type: none">• Approved volunteer uniform	