

Volunteer Position Description

Position Title:	4NW & 4SE Med/Surg Volunteer
Position Type:	Patient Services Personnel
Facility:	Flo
Position Summary:	
Assist RN's, CNA'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, 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:	
<ul style="list-style-type: none">• Visit with patients-ask if they need anything, just spend time with them• Take patients who are discharged out to the exit in wheelchair• Clean bed trays off and have ready for meals• Assist with feeding non-difficult patients• Change glove boxes if empty• Answer call lights replenish alcohol gel inside and outside of rooms if empty• Clean alcove sinks with rag and cleaning solution• Take full linen bags and trash to SPD• Assemble patient charts packets• Fill bags of ice and fill patient's water pitchers• Clean galley refrigerator, microwave, countertops• Check refrigerator for outdated items• Straighten patients rooms and bedside tables• Make unoccupied beds• Restock the alcoves outside the rooms	
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	

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- Communicates patient needs to the appropriate staff member
- Dresses appropriately
- Follows Mission statement

Time Commitment:

- 2 – 4 hour increments as available

Uniform:

- Approved volunteer uniform