

# Volunteer Position Description

<b>Position Title:</b>	Physical Therapy (Therapy Services)
<b>Position Type:</b>	Patient Services Personnel
<b>Facility:</b>	Edg, Flo, Ft.T, Cov, GC
<b>Position Summary:</b>	
Assist with changing mat table linens, cleaning weights, exercise machines, general organizational duties in outpatient department.	
<b>Qualifications:</b>	
Skills/Traits/behavior/physical abilities necessary to adequately perform the position. Standard requirements are listed as follows: <ul style="list-style-type: none"><li>• Maintain confidentiality</li><li>• Must be able to stand for long periods and walk a great deal.</li><li>• Friendly, outgoing, courteous with patients and visitors</li><li>• Needs to be able to look for things to do to assist the therapist, rather than waiting to be asked to do it.</li></ul>	
<b>Duties &amp; Responsibilities:</b>	
Be as specific as possible in listing duties. List all tasks the volunteer might do if asked/needed, for example: <ul style="list-style-type: none"><li>• Change bed linens</li><li>• Wipe down patient equipment such as weights and exercise machines</li><li>• Push a wheelchair behind the patient while therapist ambulates them</li><li>• Throws a ball to patient while therapist assists patient.</li><li>• Put away hot packs and cold packs in appropriate machines. Hang up covers for packs to dry</li><li>• Answer phones and refer inquiries to appropriate personnel</li><li>• Greet and offer assistance to all patients and visitors in the department.</li></ul>	
<b>Key Accountabilities:</b>	
<ul style="list-style-type: none"><li>• Takes accurate and complete messages</li><li>• Maintains patient confidentiality</li><li>• Maintains regular weekly schedule</li></ul>	
<b>Time Commitment:</b>	
<ul style="list-style-type: none"><li>• Mondays and Wednesdays 8-4:30 with lunch break planned</li><li>• Can split this position between two volunteers into half days if necessary. For example, 8-12p and 1-5p</li></ul>	
<b>Uniform:</b>	
<ul style="list-style-type: none"><li>• Standard volunteer uniform acceptable.</li></ul>	