

## **Junior Volunteer Position Descriptions 2010**

We will try to schedule everyone at least 2-4 hours at least one day per week. First choice of positions is given to teens who volunteered in the hospital last year, and then older students will be given preference. There may be some changes or additional positions added later in May.

### **ACUTE CARE SERVICES OFFICE**

JV will be assisting office staff with clerical duties including putting together folders and making copies of education materials. Help is needed any afternoon from 1 – 3 pm.

### **ADMINISTRATION**

JV will open mail, file, work with scheduling books, prepare & scan documents, distribute mail and make copies. Help is needed Tuesday – Thursday from 10 am – noon.

### **DIETARY &/OR FOOD PREPARATION**

There are two choices in this department, and you may choose one or both positions. Both positions are available every day, Monday through Friday.

1. Food preparation from 9 am – 11 am. JV's will be helping with tasks such as washing and cutting fruit and vegetables, and assisting the kitchen staff with miscellaneous food preparation. Duties will vary depending on the menu.
2. Helping during lunch - operating the cash register and serving food from 11am-1 pm.

Several people may share these positions. Please indicate if you want to do one or both jobs and if you want to do them on the same day from 9 am – 1 pm or on different days.

### **GIFT SHOP**

This position includes stocking shelves, dusting, pricing merchandise, and running the cash register. You must also be able to make change for customers and accurately take orders over the phone. Shifts are 9:00 am – 12:30 pm and 12:30 pm – 4:15 pm Monday through Friday. At this time alternate Monday afternoons and every Wednesday afternoon & alternate Thursday mornings are available.

### **GROUNDSKEEPING**

If sitting behind a desk is not for you, think about this position. JV's will help with yard maintenance and grounds keeping. Help keep our grass and flower beds looking beautiful. Help is needed Monday through Thursday, 8-12 hours per week. Mornings or afternoons are available for 2 students.

### **HEALTH INFORMATION MANAGEMENT**

This is a great opportunity to learn about healthcare and clerical work. The Health Information Management office is the place where everyone's Medical Records are located. You will be asked to file, put charts together, take charts to different departments, prepare records for scanning, copy records and miscellaneous additional tasks. Monday through Friday from 9:00 to 4:00 pm - you can choose which hours work best for you - morning, afternoon, or all day. Cell phones must be left at the reception desk in the department and may only be used in the hallway.

### **HOUSEKEEPING**

JV's will assist with cleaning patient rooms, washing walls & windows, mopping, and scrubbing and vacuuming. You choose which morning you would like from 8:30 am – noon.

### **HOUSE OF MANNA**

If you would like to sort and hang clothes, create displays, help move furniture, carry boxes in and out, etc., the House of Manna would like you to volunteer at their facility. They are looking for 2 students for each shift, Monday, Wednesday or Friday 9:15 – 11:00 am or 1:00 - 4:00 pm. You will receive credit for your work through St. Joseph's Hospital and Health Center, just like the JV's who are at the hospital.

## **HUMAN RESOURCES**

JV's will alphabetize records for filing, use a computer for data entry and help with clerical duties. Accuracy and confidentiality are very important. JV must be able to follow directions exactly. You may choose 1 morning or afternoon per week, Tuesday through Thursday.

## **IT SERVICES**

Organizing and testing computer equipment will be the focus for this position. Days and hours are flexible.

## **LIBRARY SERVICES**

This person needs to come for 1 hour every other week. Duties will include putting new journals in the physician's lounge, replacing information in binders, recording information about journals on paper, sorting and routing miscellaneous magazines to additional departments. JV needs to be able to work independently and follow written instructions.

## **MAGAZINE CART**

Would you rather work with people? Visit patient rooms and offer patients magazines from the magazine cart. JV's will also label magazines for waiting areas. You must be pleasant and outgoing. Two volunteers may work together on any 2 afternoons (not consecutive days) from 1:30 – 2:30 pm.

## **MAIL ESCORT**

JV's can work in pairs. Put on comfortable shoes for this position. JV will be responsible for picking up and delivering the in-house mail from each department on the hospital mail route. JV's must be capable of extensive walking, and be able to work independently and ask questions when they are uncertain where the mail is to be delivered. Times are from 9:00 am – noon on Monday, Tuesday, Wednesday, Thursday and 1-4 pm Wednesday, and on a substitute basis. (JV's must first go 2-3 times for training with an adult).

## **MAINTENANCE**

There are 3 projects to help with this summer. 1. Put room number labels on all the door frames in the hospital. You will need to be able to follow a simple blueprint and stand on a ladder – two students can work together on this project. 2. Record sound levels in all rooms which will require accurately writing down a number from the testing equipment. 3. One person is needed to carefully clean and paint equipment and walls, both indoors and outdoors - schedule is flexible but they will need to be available 8 hours per week.

## **MEDQUEST**

Clerical duties will include filing and putting together patient folders. Dusting shelves and merchandise will be another duty. JV can choose one morning or afternoon per week for 3-4 hours or 2 times/week for 2 hours each time.

## **PURCHASING**

Putting away new stock, filling orders, delivering supplies, checking expiration dates and organizing supplies are the tasks you will help with in the Purchasing department. Good reading skills and attention to detail are very important. Hours are flexible but especially need help on Wednesday & Friday afternoons from 1-3 pm.

## **RADIOLOGY**

Clerical duties include filing x-ray envelopes which requires lifting jackets that weigh 5 lbs. or less, sometimes above your head. Other tasks include purging file cards from the file cabinets and burning CD's with patient studies from the PACS system. The hours are flexible any mornings or afternoons, Monday through Friday.

### **RECEPTION AT EAST PATIENT ENTRANCE**

Greeting people who enter the hospital, giving directions, and transporting patients get to Renal Dialysis and Rehab Services in wheelchairs are the primary functions of the volunteers at this position. The shifts are 8 am – noon on alternate Mondays and all Wednesdays, and from noon – 4 pm on Tuesdays & alternate Thursdays.

### **RENAL DIALYSIS**

This position includes working with patients and clerical assignments. JV's will transport patients to and from the east entrance and the Kidney Dialysis Unit in wheelchairs. Additional duties include putting away supplies, washing chairs, cleaning cupboards, drawers and counter tops. This position is every Monday through Friday from 1-3 pm and may be shared by 2-3 volunteers.

### **SURGERY WAITING AREA**

Making coffee and serving as a host/hostess for family members waiting for patients having surgery is the primary responsibility of this position. Shifts are from 8am – noon on alternate Fridays. Volunteers need to be able to sit quietly at a desk, answer the phone, have appropriate conversation with visitors and keep all information completely confidential.

### **VOLUNTEER SERVICES**

This is an on-call position. Volunteer Services and other hospital staff occasionally need help for temporary, small projects such as photocopying, filing, stuffing packets, etc. JV's will be called when the need arises.

5/7/2010