

Volunteer Service Areas (What Volunteers Do) - August 4, 2021

Volunteers are placed into specific work assignments and are given regularly scheduled shifts. Volunteer placements are based on availability and appropriateness of the applicant to the volunteer program which will be determined by the Floor Service Chair based on the application information, a personal interview, and a criminal background check. Each volunteer is limited to no more than two shifts per week and a maximum of four hours per shift. Volunteers are expected to work assigned shifts, may be dismissed for excessive absenteeism and commit to one year of Service.

<u>Service</u>	<u>Responsibilities</u>	<u>Requirements</u>	<u>Location</u>
Cardiac & Pulmonary Rehab	Assist Staff with checking patients in; clean equipment; assemble patient education information; coordinate patient mailers; other administrative tasks	50% standing and walking; 50% sitting; good people and social skills	MOB 2, Level 2
Gift Shop	Sell merchandise; take telephone orders; restock/arrange/dust merchandise; some computer skills required; use cash register	95% standing; bending; lifting boxes weighing up to 10 pounds; good people and social skills	MOB 1, Level 1
Infusion/Cancer Services	Assist Staff with waiting room duties; round with patients; provide snacks/ lunch/fluids and warm blankets; assist with patients per Staff direction.	Good people and social skills; Enjoy working in a busy environment; 90% walking and standing; 10% sitting	MOB 8, Level 2
	Under guidance and training, prepare wigs for patient selection and meet one-on-one with patients for wig fitting.		
Outpatient Therapy & Wound Care	Greet patients; monitor & clean waiting area; administrative tasks; assist Staff with cleaning gym equipment & mats.	Good people and social skills; 70% walking and standing; 30% sitting	MOB 1, Level 1

<u>Service</u>	<u>Responsibilities</u>	<u>Requirements</u>	<u>Location</u>
Outpatient Trauma Clinic	Escort patients to exam rooms; prepare the exam rooms between patients; administrative tasks; take patients to Imaging Department; other tasks as assigned by Staff.	Good people and social skills; 50% walking and standing; 50% sitting	MOB 1, Level 1
Sutter Rehabilitation Institute (SRI)	Assist Staff in gym; clean dining room tables, gym mats, tools and equipment; administrative tasks; other tasks as assigned by Staff.	Good people and social skills; 80% walking and standing; 20% sitting.	MOB 6, Level 1
Women's & Children's			
Post-Partum/ Nursery/ Pediatrics	Prepare baby cribs; assemble mother And baby paperwork for Staff; stock refrigerators with juices and soda; prepare ice packs; escort baby to and from Nursery; provide clean towels, gowns and warm blankets to mothers; pick up breakfast/lunch trays; restock supplies and linens in Nursery; escort moms and babies to cars at discharge; clean items used in playroom; assist parents and Staff as requested.	Good people and social skills; 80% walking and standing; 20% sitting; walking up and down stairs; pushing/ pulling baby cribs; ability to bend, twist, push and lift up to 10 pounds; artificial nails are not permitted.	MOB 1, Level 1 and Lower Level
NICU (Cuddle)	After training, cuddle babies as directed by Staff; this a 24/7 on-call Service.	Good people and social skills; 90% Sitting and 10% walking and standing. artificial nails are not permitted.	MOB 1 - Lower Level

