

Job Description

- Title:** Volunteer
- Job Summary:** Primary function is to provide assistance and support without compensation to hospice patient/family/hospice team.
- Job Classification:** Clinical
- Lines of Authority:** Reports to Volunteer Coordinator
- Education:** High School Diploma preferred.
- Licensure:** Must have current drivers license if providing direct patient care. Professional Volunteers must meet requirements of specific licensure rules.
- Skills:** Must be able to read and write in English and follow written and verbal instructions in English effectively. Demonstrates interest in the welfare of ill and elderly.
- Transportation:** Reliable transportation. Valid and current auto liability insurance if providing direct patient care.
- Criminal History:** Must agree to and pass a criminal history check (for direct care volunteers).

Environmental and Working Conditions:

Patient's home - various conditions; possible exposure to blood and bodily fluids and infectious diseases, ability to work flexible schedule, ability to travel locally, some exposure to unpleasant weather. Must have Hepatitis acceptance/declination. **Office** - routine office environment, noise level may be moderately high, ability to work a flexible schedule.

Physical and Mental Effort:

Prolonged standing and walking required. Occasional need to lift, pull, carry and push items. Frequent need to stoop, kneel and reach while accessing files Requires working under some stressful conditions to meet deadlines, to identify patient needs, to make quick decisions and meet patient/family needs. Requires hand-eye coordination and manual dexterity.

Essential Functions:

- **Direct Patient Care**
 - Provide direct care/companionship to patient, reporting any changes to hospice staff.
 - Provide preparation of meals or assist with household chores..
 - Provide a clean, safe and comfortable patient environment.
 - Promote positive, supportive, respectful communication and respite to patient/family.
 - Provide an environment which promotes respect for patient, privacy and property.
- **Administrative Support**
 - Provide clerical support to office staff.
 - Participate in special projects/fundraisers.
- **Professional volunteer**
 - Provide services according to the rules and standard of practice of their respective disciplines.