

**JOB DESCRIPTION FOR NURSING VOLUNTEER**

**Title:** Nursing Volunteer

**Executive Leaders:** Cathy Ward, Clinical Director of Nursing; Carey McCarthy, Director of Volunteer Services

**Supervisor:** Michelle Tolentino, Director Nursing Administration and Nursing Volunteer Program

Khanh Luu, Manager Nursing Volunteer Program

**Requirements:** All applicants must be 18 years or older. If selected, applicants must pass a background check. Upon clearance, volunteers must attend a mandatory orientation and training. All accepted volunteers must provide proof of TB clearance, MMR, Varicella and be CPR certified (BLS) in order to begin.

**Job Description:**

The Nursing Department Volunteer will provide assistance to patients, families, visitors, and hospital staff. Volunteers will augment current services and staff by assisting with nursing and patient care activities. Volunteers will be assigned unit specific nursing and non-nursing responsibilities. Other responsibilities include promoting a healing environment through companionship, engaging patient in recreational activities, and providing constant patient observation/support when needed. Volunteers are also expected to perform rounds on patients, unit specific audits or surveys, answer call lights and phones, greet visitors to the unit, and other duties as assigned. This is an ideal experience for students and non-students interested in patient care, nursing, and/or healthcare.

**Time Commitment:**

**Hours:** Minimum of four (4) hours and maximum of eight (8) hours per shift, between the hours of 7:00am and 11:00pm

**Days:** Minimum one (1) day a week, Sunday - Saturday (schedule will vary)

**Length of Expected Term:** **Minimum commitment is one (1) year, 200 service hours, and the completion of 3 unit rotations**

**Expectations:**

- Positive attitude, friendly demeanor, and motivated
- Flexibility, works well with or without direction
- Accountability and reliability to show up on time to assigned areas
- Practice professionalism and CI-CARE on every interaction
- Effectively communicate needs of patient to staff
- Adhere to Department of Nursing and unit standards and guidelines
- Ensure patient’s privacy at all times
- Demonstrate age, gender, and culturally appropriate sensitivity to patient/family’s needs and expectations

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_