

## **TITLE OF POSITION: VOLUNTEER**

**TITLE OF IMMEDIATE SUPERVISOR: VOLUNTEER COORDINATOR**

**RISK OF EXPOSURE TO BLOODBORNE PATHOGENS – LIMITED**

<b>DUTIES OF POSITION</b>
Provide Patient companionship and/or office support services.
<b>POSITION RESPONSIBILITIES</b>
Perform Volunteer services under the direction of the Volunteer Coordinator. Services may include, but are not limited to: <ul style="list-style-type: none"><li>• Providing companionship to patients/families;</li><li>• Providing emotional support to patients/families;</li><li>• Performing household chores for patients/families;</li><li>• Attending IDG meetings;</li><li>• Reporting on patient/family status; and</li><li>• Assisting office staff with office duties.</li></ul>
If providing patient services, submits Volunteer Visit Notes, which follow the Volunteer Plan of Care, per agency policy.
Submit time sheets per company policy.
Maintain confidentiality per agency policy.
Maintain open communication and reports regularly to the Volunteer Coordinator.
Participates in QAPI activities.
Participates in IDG meetings, as able.
<b>JOB CONDITIONS</b>
The ability to access patients' homes which may not be routinely wheelchair accessible is required.
Physical activities will include, walking, sitting, stooping, and standing.
<b>EQUIPMENT OPERATION</b>
Utilization of calculator, multi-line telephone, copy machine, other office equipment.
<b>COMPANY INFORMATION</b>
Has access to patient medical records if appropriate.
<b>QUALIFICATIONS</b>
1. Understanding and supportive of hospice philosophy.
2. Compassionate person who is accepting and respectful of people's differences.
3. Must be a licensed driver with an insured automobile in good working order, if making patient visits.
4. The ability to communicate well, both verbally and in writing.
<b>ACKNOWLEDGMENT</b>

<b>EMPLOYEE NAME</b>	
<b>EMPLOYEE SIGNATURE</b>	<b>DATE</b>

Ennoble Care Hospice, LLC