



Hospice of St. Mary's Administrative Volunteer Position Description

Organizational relationship:

A member of the volunteer program with responsibility to that program. Works under the direction of the Volunteer Coordinator and is supervised by the supervisor of the area assigned.

Purpose of position:

Responsible for providing clerical assistance to the Hospice staff as designated by the area supervisor (*Business Office, Volunteer Office, Social Services, Bereavement*).

- Completion of application, screening interview, Hospice orientation and department orientation.
- Realistic goals for his/her involvement in the Hospice program that are compatible with the goals and needs of Hospice.
- Evidence of commitment to the Hospice program.
- Verbalizes willingness to work as a member of a team.
- Respect for patient/family belief systems.
- Agreement to follow rules of confidentiality.
- Clerical skill experience or a willingness to learn necessary skills.
- Reliability and punctuality.
- Attends mandatory education in-services.
- Provides accurate, timely, and objective documentation on each Hospice volunteer activity.

Volunteer signature

Date

Hospice staff signature

Date