



## Hospice of St. Mary’s Bereavement 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 Bereavement Coordinator.

### Purpose of position:

Responsible for placing bereavement calls to the surviving family members of patients who have died to provide information on bereavement support groups. Additionally, identify (with input and direction of the Bereavement Coordinator) bereaved individuals needing home visits or calls from the bereavement staff.

- Has completed application, screening interview, volunteer orientation and training, concluding interview.
- Has completed interview and orientation with bereavement coordinator.
- Has realistic goals for his/her involvement in Hospice.
- Has evidenced his/her goals are compatible with the goals and needs of Hospice
- Gives evidence of commitment to the Hospice program.
- Attends mandatory education in-services.
- Verbalizes willingness to work as a member of a team.
- Respects patient/family belief systems.
- Agrees to follow rules of confidentiality.
- Is reliable and punctual.
- Makes a time commitment of 2-4 hours each month for one year. Commitment is renewed annually thereafter.
- Receives and returns bereavement packets on a schedule determined with the Bereavement Coordinator and provides services on this scheduled basis.
- Attends monthly support meetings, if possible, with other volunteers while performing volunteer duties.
- Attends a minimum of two continuing education in-services annually (mandatory included).
- Maintains open communication with bereavement team members, reporting events or changes of concern to Bereavement Coordinator.
- Uses listening skills effectively to provide emotional support to the patient or family members.
- Records accurate, timely documentation on each month's bereavement volunteer activity.

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Volunteer signature

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Date

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Hospice staff signature

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Date