



Hospice of St. Mary’s Patient Care Volunteer Position Description

Organizational relationship:

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

Purpose of position:

Responsible for providing non-medical support services as needed to the facility patients and families on a volunteer basis.

- Completes application, screening interview, volunteer orientation and training, concluding interview.
- 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 1-6 hours each week for one year. Commitment is renewed annually thereafter.
- Sets weekly schedule with patient/family and provides services on 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.
- Provides needed services to patient/families (*examples: companionship, sitting with patients, emotional support to families and patients, assisting serving and/or feeding patient's meals, provide transportation when necessary and when volunteer is willing to transport, etc.*)
- Provides hands on care when trained to do so and when volunteer is agreeable to request.
- Maintains open communication with other team members, reporting events or changes of concern to home care case manager.
- Uses listening skills effectively to provide emotional support to the patient/family.
- Records accurate, timely and objective documentation on each volunteer activity.

Volunteer signature

Date

Hospice staff signature

Date