

SERVICE POSITION

POSITION:	Virtual Volunteer/Specialty Group	Effective Date: 01/2014
DEPARTMENT:	Volunteer Services	Revised Date: 06/2017
SITE:	University Health System (UHS)	
COVERAGE:	Flexible	

Position Purpose: To support the Volunteer Services Department with special projects that can be done from home benefiting the patients of UHS.

Volunteer: Volunteer Coordinator
Volunteer Services

Essential Functions:

- Assemble scrapbook items for annual state competition
- Service Projects
 - Quilting and or sewing projects
 - Heart shaped pillows to benefit patients in Oncology
 - No-sewing baby blankets to benefit patients in the Newborn Nursery and Neonatal Intensive Care Unit (NICU)
 - Crochet/Knit hats, booties, and blankets to benefit babies in the Newborn Nursery and NICU
- Conduct a neighborhood magazine drive.
- Work under the direction of the personnel as requested.
- Assist with special projects as directed by supervisor.
- **Demonstrate competence to perform volunteer assignments in a manner that meets the age-specific and developmental needs of patients served by the department.**
- **Appropriately adapt to volunteer assignments to accommodate the unique physical, psychosocial, cultural, age-specific and other developmental needs of each patient served.**
- **Support UHS mission, vision, and values. Demonstrate established customer service behaviors and standards. Treat all customers with courtesy, dignity, respect, and professionalism.**

Qualification Requirements:

- Have basic knowledge of hospital etiquette.
- Follow directions from UHS staff.
- Adhere to the 4 the Customer standards
- **Adhere to UHS policies and respect confidentiality.**
- **Successful completion of pre-volunteer health screening examination and annual screening each year thereafter.**
- **Successful completion of orientation and specific training provided by UHS.**

“I have read, understand and agree to fulfill the purpose and responsibilities of this volunteer position and further agree to accept guidance and direction from the supervisor. I am committing to involve individuals regardless of race, color, age, sex, religion, disability or national origin in educational experiences in cooperation with other hospital volunteers and hospital personnel. I also understand that failure to fulfill the direction from the supervisor could result in suspension of my volunteer position. I also understand that this volunteer position is renewable annually; I will notify the Volunteer Services department if I am no longer interested in serving.”

Signatures:

Signature of Volunteer

Date

Signature of Volunteer Administrator

Date