

Volunteer Orientation is held every **1st** and **3rd Wednesday**. Please call to schedule a date.

Voluntary Svc 617-5107 office, 949-3361 fax **revised 4-27-11**

VOLUNTEER OPPORTUNITIES

Position	Station	Dept.	#	Days/Times	Duty description
Hospitality Cart	ALMD	Vol. Svc	3	M-F/flexible	provide comfort items, books, magazines, puzzles, etc
Information desk	ALMD	Vol. Svc	3	M-F/ 7:30 a - 4:30 p	provide directions, answer phones, assist with lost & found, assist with wheelchairs
Patient Escort	ALMD	Nursing	3	M-F/8 a - 4p	transport patients to appts, specimens to lab, w/c or stretcher, escort log sheets, walk with patients to appts
Infect. Prevention	ALMD/ KD	Nursing	1 @ each	M-F/7:30 a -4 p	provide patient education material, participate in promotional activities, answer phones, distribute reports
Shuttle Driver	ALMD	Vol. Svc	1	M-F 7:30-11:30 & 11:30-4p	drive safely following route, report maintenance issues, maintain driver schedule/rider/maintenance logs, assist training new drivers
Chapel Crew Assist	ALMD	Chaplain	1	Sat (2 hrs)	set up TV camera, set up radio equipment, breakdown and store equipment, other duties as assigned by chaplain
Hospice	ALMD	ECTC		M-F (varied hrs)	patient visits, reading to patients, getting water, patient escort, assist with recreation/diversional activities, sit with at end of life
Craft Helper	ALMD	hospital		W/Th 9-2	distribute throughout hospital, unload boxes from warehouse, assist with assemblage of crafts, assist with selection of crafts, sort donor cards & explain rules
Volunteer Pianist	ALMD	Geriatric		M-Th/lunch/din	provide live music during noon and dinner meals several times a week
Medical Svc Clerk	ALMD	Med Svc	1	W-F/ 8a-4p	answer phones, file, copy, fax, print, delivery of documentation and office supplies and pick up office supplies
Popcorn Team	ALMD	Vol. Svc	3	T&Th 10a-2p	set up popcorn supplies, receive payments, make change, bag popcorn, secure money, clean equipment, maintain safe and clean area

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Valet Ambassador	ALMD	Vol. Svc	20	M-F/7:30-12 & 12:30-4:30	2 ambassadors a shift will greet patients at the valet area and provide w/c if needed, direct to various areas of hospital, physically escort patients, collect unused w/c and bring back to Escort Office, track number of patients , refer patients to Patient Advocates if needed
Customer Svc Spec.	ALMD	Imaging	2	M-F / 6-8 hrs day	greet patients, assist patients to different modalities within clinic, inquire about patients' visit to Imaging
Conscious Sedation Driver	ALMD	Social Work	6	M-F/Variable	pick up and return conscious sedation patients to their home, ensure safety and comfort of riders, check out and return gov't vehicles, complete driver's log and related forms, report problems or emergencies
Leadership Assistant	FTOPC	Prim. Care	2	M-Th 3-4 hrs day	bulletin board updates, equipment inventory, escort patients
Patient Visitor	ALMD	Nursing		Sun-Sat (various)	visit patients, provide comfort items, provide reading materials, fill water pitchers, adjust TV, lights or side tables
Occupation Therapy Volunteer	ALMD	PM&R	1	M-Th/ 9a-12	assist with Occupational Therapy procedures, assist with administrative duties, welcome OT patients, provide directions to patients
MyHealth Vet	ALMD	Health Info	1	T&W/1-2 hrs day	volunteer will call patients regarding secure messaging, volunteer will ask if received special mailer
Mail Claims Clerk	ALMD	MAS	4	M-F/ 4-8 hrs day	fold and stuff envelopes, verify and align claims
NAMI Facilitator	ALMD	Mental Hlth	2	Sat (3 hrs)	Facilitate NAMI Family 2 Family Education, must be a certified facilitator
Receptionist	Cemetary		2	M-F 8-4:30	greet visitors, provide directions to committal shelters, provide grave locations, answer phones, take messages and transfer calls. Filing and mailing items as requested

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Office Clerk	ALMD	Geriatrics	1	MWF/4-6 hrs day	office filing, opening and distributing office mail, sealing envelopes, creating and removing office file labels, assist in creating patient charts, make copies, fax, and deliver mail to different hospital services
Compensation/ Pension Support	FTOPC		1	M-F/8-12, 1-4	chaperone during exams as needed, check in/out c-files, file c-files, marry c-files, and support staff
Clerical Volunteer	ALMD	Chaplain	1	T&Th(2 hrs a day)	general clerical duties: answer and make phone calls, make copies, bring and get documents from other services, organize magazines and books at the Main Chapel
Special Event Vol.	ALMD	Vol. Svc		Varies-weekdays & weekends	assist Voluntary Service with special events throughout the year
Tour Guides	ALMD/ KD	Vol. Svc		M-Sun	Give tours to visitors on various units throughout the hospital. Tours are scheduled during weekdays, evenings, and weekends. Familiarity with the hospital is a must.
Caregiver Support Newsletter	ALMD	Soc. Work	1	as available to assist with task	create Caregiver Support Newsletter using Microsoft Publication
Volunteer Reminders	NCFC/ ALMD	Nursing	3	M-F	Call patients who are on the clinical reminder due list for influenza. If the patients have not received the vaccine, encourage patient to come in and receive flu vaccine. If patient received the flu vaccine at a site other than the VA, document the patient name and last four of social, where the patient received the vaccination and date. Give the names to ACNS.
Office Volunteer	ALMD	PM&R	2	M-F 8-4:30	contact patients for appointment reminders, mail out appointment letters, assist with answering phones, etc
Program Assistant Mental Health	ALMD	Mental Hlth	1	M/W/F- 15-20 hrs per week	prepare letters for the program mailing which will go out once a month, maintain office supplies
Reception/Greeter	ALMD	Med.Ad Sv	2-5	M-F 8a-34p	greeting, assist with simple administrative support functions, general direction

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CLC Assistant Community Living Ctr (nursing home)	ALMD	Nursing	1	3-6 hrs per week	assist residents on the Geriatrics and Extended Care Unit with collecting dirty laundry from individual patient rooms, washing and drying clothing, returning clean clothing to patient rooms
Clerk-Diabetes Educ.	ALMD	Prim. Care	1	8-9 hrs per week	assist with generation of appointment letters for diabetes education class, hand address envelopes for appointment letters, call patients to remind them of appointments
Customer Svc Rep	NCFC	Prim. Care		M, W 8-1	Greeting patients and visitors. Providing directions to patients, escorting patients to clinic waiting areas, occasionally helping with mail duties, i.e patient letters
Veteran Tell Us Prog Representative	ALMD	Directors Office	6	M-F, 3 hours per Days/Times	Pick up VTU forms from Ballot Box(es), organize and categorizing VTU forms, scan and place documents in share folders, input data into spreadsheets