

Volunteer Opportunities

Volunteer Orientation is held every 1st and 3rd Wednesday. Please call Voluntary Service at 617-5107 to schedule your orientation. You can also fax your request to 949-3361. Highlighted positions are in constant need. Please consider applying for one of these.

Position	Station	Dept.	#	Days/Times	Duty description
Hospitality Cart	ALM	Vol. Svc	3	M-F/flexible	provide comfort items, books, magazines, puzzles, etc
Information Desk	ALM	Vol. Svc	3	M-F/7:3-4:30	provide directions, answer phones, assist with lost and found, assist with wheelchairs
Patient Escort	ALM	Nursing	3	M-F/8:00-4p	transport patients to appts, specimens to lab, wheelchair or stretcher, escort log sheets, walk with patients to appts
Infect. Prevention	ALM and Kerrville	Nursing	1 at each	M-F/7:30-4p	provide patient education material, participate in promotional activities, answer phones, distribution of reports
Shuttle Driver	ALM	Vol. Svc	1	M-F 7:30-11:30 and 11:30-4p	drive safely following route, report maintenance issues, maintain driver schedule/rider/maintenance logs, assist training new drivers
Chapel Crew Assist	ALM	Chaplain	1	Sat (2 hrs)	set up TV camera, set up radio equipment, breakdown and store equipment, other duties as assigned by chaplain
Hospice	ALM	CLC		M-F (varied hrs)	patient visits, reading to patients, get water, patient escort, assist with recreation/diversional activities, sit with at end of life
Craft Helper	ALM	hospital		W/Th 9-2	distribute throughout hospital, unload boxes from warehouse, assist with assemblage of crafts, assist with selection of crafts, sorting donor cards & explaining rules
Volunteer Pianist	ALM	Geriatric		M-Th/lunch/din	provide live music during noon and dinner meals several times a week
Medical Svc Clerk	ALM	Med Svc	1	W-F/ 8a-4p	answer phones, file, copy, fax, print, delivery and pick up of office supplies and documentation
Popcorn Team	ALM	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

Valet Ambassador	ALM	Vol. Svc	20	M-F/7:30-12, and 12:30-4:30	2 ambassadors per shift will greet patients at the valet area and provide wheelchair if needed, direct to various areas of hospital, physically escort patients, collect unused wheelchairs and bring back to Escort Office, track number of patients , refer patients to Patient Advocates if needed
Customer Svc Spec.	ALM	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	ALM	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	ALM	Nursing		Sun-Sat (various)	visit patients, provide comfort items, provide reading materials, fill water pitchers, adjust TV, lights and/or side tables
Occupation Therapy Volunteer	ALM	PM&R	1	M-Th/ 9a-12	assist with Occupational Therapy procedures, assist with administrative duties, welcome OT patients, provide directions to patients
MyHealthEvet	ALM	Hlth Infor	1	T&W/1-2 hrs day	volunteer will call patients regarding secure messaging, volunteer will ask if patient received special mailer
Mail Claims Clerk	ALM	MAS	4	M-F/ 4-8 hrs day	fold and stuff envelopes, verify and align claims
NAMI Facilitator	ALM	Mental Hlth	2	Sat (3 hrs)	Facilitate NAMI Family 2 Family Education, must be a certified facilitator
Receptionist	Cemetery		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
Office Clerk	ALM	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, faxing, and delivering 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	ALM	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.	ALM	Vol. Svc		Varies-weekdays & weekends	assist Voluntary Service with special events throughout the year
Tour Guides	ALM and Kerrville	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	ALM	Soc. Work	1	as available to assist with task	create Caregiver Support Newsletter using Microsoft Publisher
Volunteer Reminders	NCFC and ALM	Nursing	3	M-F	Call patients who are on the clinical reminder list due for influenza vaccine. 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	ALM	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	Men. Hlth	1	M/W/F- 15-20 hrs per week	prepare letters for the program mailing which will go out once a month, maintaining office supplies
CWT Volunteer	Fairhaven	Psychology	1	M-F 8a-3p	provide asst w/resumes and job applications, answer phones, clerical duties, filing, input computer data in excel, data processing, complete orientation packages, file patient information in charts, provide basic computer education, input/utilization. MUST have excel experience, computer, data processing, access, utilization of internet features, Power Point experience
Reception/Greeter	ALM	Med.Ad Sv	2-5	M-F 8a-34p	greet visitors, assist with simple administrative support functions, general direction
CLC (Community Living Center) Assistant	ALM	Nursing	1	3-6 hrs per week	assist residents on the Geriatrics and Extended Care Unit with collecting dirty laundry from individual patients rooms, washing and drying clothing, returning clean clothing to patient rooms
Clerk-Diabetes Educ.	ALM	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	Greet patients and visitors. Provide directions to patients, escort patients to clinic waiting areas, occasional help with mail duties, i.e patient letters
Veteran Tell Us Prog Representative	ALM	Dir./Office	6	M-F, 3 hours per	Pick up VTU forms from Ballot Box(es), organizing and categorizing VTU forms, scan and place documents in share folders, input data into spreadsheets
Veteran Customer Service Liaison	Data Pt	Dental	2-3	M-F, 4-6 hrs	greet patients, communicate delays, update patients on appointment status, assist patients with paperwork, provide telephone support
Quality Assurance Assistance	ALM	Nursing	1	T,Th 9-12p	Filing competency, filing manufacturer instructions, copying documents, sorting
Clerk Assistant	ALM	Research	2	M,W, F 11-3 or 12-4p	filing documents, making copies, errands to Human Resources or other services
Volunteer Reminders Audiology/Speech Pathology	ALM	Audiology/Sp-Pathol	1	M-F, flexible 1-2 hrs shift	contact patients via telephone for appointment reminders
Clinic Appt Clerk	Data Pt	Audiology	1	M-F, 4-8 hrs	contact patients via telephone for appointment reminders
Office Asst	ALM	Dir. Office	1	M-F 3 hrs per day	Scan RCAs to a computer without having computer access, file paperwork back into RCA book once scanned, answer phones
Administrative	ALM	Surgery	1	M-F 20 hrs	typing, filing, photocopying, sorting mail and documents, sending faxes, picking up and delivering mail and packages, picking up supplies, answering phones, and word processing
Medical Service Clerk (Bone Marrow dept)	ALM	Med. Svc	1	M-F 8a-3p	answer telephones, file paperwork, copying, faxing, preparation of memos, delivery of documentation, office supplies
Clinic Reminder Endocrine/Diabetes	ALM	Medicine/Endocrine	1	flexible hours	call patients, to remind them of upcoming Endocrine or Diabetes appt, assist in organization of Patient Handout
Receptionist- in the Patient Advocate Office	ALM	Dir. Office	1	M-F 8a-4:30p	receptionist/greeter for the Patient Advocate Office, answering and placing an occasional call. --- need good communication skills
Appt Reminder	ALM	Allergy dept	2	M-F, 3 hrs per day	volunteers will be contacting patients for appointments
Sales Clerk	ALM	Retail store		any day, 7a-4p	stock merchandise, assist customers as needed, dust shelves, etc
Medical Service Clerk	ALM		2	M-F, 8a-3p	answer telephones, file paperwork, copying, faxing, preparation of memos, deliver of documentation, office supplies

Make-up, hair stylist	ALM	CLC-2	1	Sun-Sun 2-3 hours	apply make up and style hair of elderly female patients on hospital unit
Fitness Coordinator "Fitness for Life"	ALM	Recreation	1	M-F, 1-4 hrs	assist with employee customer service outreach, assist with passing out wellness information, serve as employee wellness committee greeter, greet employees on behalf of STVHCS
Patient Flow Expeditor	ALM	Nursing	1	M-F 7:30a - 4p	room patients, wipe down exam tables in preparation for the next patient, provide directions to x-ray or other support services, clerical support
Secretary/ Receptionist	ALM	Chief of Staff	1	M-W	reception duties (answer phones, receive visitors, filing)
Veteran Coffee Maker	ALM	Recreation	5	M-F 7:30a - 1p	prepare coffee maker, set up coffee condiments (as well as napkins and cups), monitor coffee supplies in recreation center, notify recreation secretary when supplies are low, clean coffee maker in the afternoon, clean kitchen counter, restock coffee supplies for the next day, prepare coffee maker for the next day.
Sleep/CPAP	ALM	CLC	1	M-F 4-8 hrs	answer telephones, extract messages, serve as runner to prosthetics
Unit Ambassador	ALM	CLC		Sun - Sat	Visit patients, provide comfort items, provide reading materials (books, magazines, newspapers), fill water pitchers, adjust TVs, lights or side tables.
Clerk	Vet Ctr (NW Side)		1		answer phones, provide general info, make courtesy reminder calls.
Escort	ALM	4A	2	M-F	escort patients to and from diagnostic procedures, transport patient labs to the lab, visit with patients, pick up medications from inpatient and outpatient pharmacy
Escort/Transport	ALM	2W	4	Sun - Sat	Assist in transport of patients, lab specimens, and equipment.
Usher	ALM	Path/Lab Imaging	1	M-F, available 40 hours per week	Meet and greet patients between services, usher patients to and from clinic floors, transport specimens
Patient Education Assistant	ALM	Education Dept	1	M-F, 4-8 hrs per day	General computer assistance to Veterans in the PERC, assist with internet access, using Work or Outlook, assist with My HealthVet enrollment/verification, light library duties (i.e., book donation intake), assist with New Patient Orientation

Group Meeting Volunteer	NCFC	Psychology	1	W, F 9a-11a and 1p-3p (time varies)	call patients to sign up for or confirm group appointments, assist patients during group meetings, seating, activities, and giving out handouts.
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