



Scheduling Contact:  
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## **Volunteer Opportunities:**

### Hospital Greeter

- Need Monday and Thursday from 8am to 11am
- Tasks:
  - Information Desk
  - Walk patients/visitors to departments
  - Ensure patients feel welcome.
  - Notify registration when patients arrive
  - Ensure that patients sign in
  - Keep area clean
  - clerical duties as needed

Clinic Greeter/patient navigation: Patient navigation volunteers directly interact with patients and care partners by offering directions, escorting guests through the clinic and giving tours.

- Walk patient's back to the provider's office
- Tasks:
  - Information Desk
  - Walk patients/visitors to offices
  - Ensure patients feel welcome
  - Ensure that patient's sign in
  - Keeps area clean
- Days Needed: Times for this vary and hours can be worked around volunteer's schedule.
- Additional Downtime tasks
  - Providing administrative support in medical offices
  - Distributing waters, books, magazines and activities to waiting areas

### Clinic Volunteer (Non-Patient Care)

- Recall follow up for different office.
- Clerical duties as needed
- Confirm dates and times with volunteer.

### Purchasing Volunteer (Non-patient Care)

- Package Delivery
- Inventory
- *More coming soon to include duties specifics, days and times.*



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Long Term Care Patient Services: Patient services volunteers directly impact patients and their families through a variety of activities programs including bingo, walks, cooking, etc.

- Pushing residents in wheelchairs on walks
  - This can be scheduled on various days of the week and various times throughout the day.
- Personal services for patients, like reading aloud or writing letters/emails.
  - This can be scheduled on various days of the week and various times throughout the day.
- Gardening
  - This can be scheduled on various days of the week and various times throughout the day.
- Bingo
  - Specific Bing Days need)
- Card Making
  - This can be scheduled on various days of the week and different times throughout the day.
- Crafts
  - This can be scheduled on various days of the week. This activity will need to be coordinated with the Activities department.
- Reading to residents
  - This can be scheduled on various days of the week and different times throughout the day.

#### Finance Volunteer (Non-Patient Care)

- Filing/scanning volunteer in finance
- This person will work with various individuals in the finance department to scan and file documents.
- Clerical duties as needed
- *Confirm dates and times with Kristin if a volunteer is interested in this.*

#### HIM Volunteer (Non-Patient Care)

- Filing/scanning volunteer in HIM
- This person will work with various individuals in the finance department to scan and file documents.
- Clerical duties as needed



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- *Confirm dates and times with Charlene if a volunteer is interested in this. Monday to Thursday, 9 am to Noon and Noon to 3 pm*