

Volunteer Position Descriptions and Objectives

(Other positions available to fit volunteer interests)

Clerical Assistant – Assist staff with clerical duties

Patient Room Visitor – Visiting patients while enquiring about cleanliness

Patient Navigator– Walk patients and visitors to proper hallways and areas throughout the hospital

Dish Room Assistant – Assist Nutrition Services Staff with the washing of trays, dishes, serving utensils, containers, and other duties pertaining to position

Emergency Department Support – To participate as a liaison with patient/family and hospital personnel

Environmental Services Support – Assist Environmental Services with maintaining cleanliness in hospital areas

Outpatient Rehab – Assist with clerical duties including filing and other duties as needed.

Golf Cart Shuttle Driver – To provide shuttle service to patients and visitors in front parking lot of hospital

Maternity –Greet patients, assist with nursing duties including clerical packets

Greeter – Greet incoming patients and visitors and help escort to proper department and ability to give accurate directions. This includes Front Lobby and Medical Office building locations.

Information Desk/Customer Service – Greet visitors; give out information on patients and direct patients and visitors to proper locations throughout the hospital

Magazine Cart – Provide library and magazine service to patients and departments via cart taken room to room

Mail Room – To sort and distribute mail to proper department mailbox

Outpatient Surgery / Surgery Waiting– Providing patients and visitors with information or assistance. Volunteers make patients and their visitors as comfortable as possible. To assist with the recovery room patients who have minor comfort needs.

Patient Transport Assistant – Assist Transport Department with transporting patients throughout the hospital

Patient Care – Assist nurses and patients on patient floors.

Coumadin Clinic – Assist with miscellaneous office duties (ex. typing, filing)

Pastoral Services – Assist Pastoral Services with patient visits and contact church leaders of patient visit.

Hobbs Oncology Center – Answer phones and greet patients. Clerical.

Pet Volunteer – Trained canines to visit patients and visitors

